



Course Integration Guide

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Resource Contact: Please address any questions you have about Course Implementation to renewu@ucf.edu

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1. Accessing the Course

This course was designed using the Instructure Canvas learning management system (LMS) and is currently available through Canvas Commons.

***Important Note:** If your institution uses Canvas LMS, but you do not have access to Canvas Commons, please contact your LMS administrator or Canvas Customer Success Manager to enable Commons in your Canvas instance.

Please refer to these Canvas guides for additional information on navigating the Canvas LMS platform:

- [Canvas Admin Guide](#)
- [Canvas Instructor Guide](#)
- [Canvas Commons Guide](#)

1.1 Getting Started with Canvas

To access the course in Canvas Commons, the user will need an institutional license for Canvas or a [Free for Teachers \(FFT\) account](#).

Login to your Canvas account and begin by creating a new course from your Dashboard by clicking on “Start a New Course” button (Figure 3).

If you prefer to navigate directly to the course in Canvas Commons, you can login to your Canvas account or create a free Canvas account by clicking on the “Log in” button in the upper right-hand corner (Figure 1). ***Note:** If your institution has Canvas, make sure to login with your institutional Canvas account.

The course is titled, “RenewU: Interprofessional Education Health Promotion Course” and is accessible at this [web link](#) or copy and paste this URL into your internet browser:

<https://lor.instructure.com/resources/9e94f9d9635f4dae8a9d001a5b1e28fd?shared>

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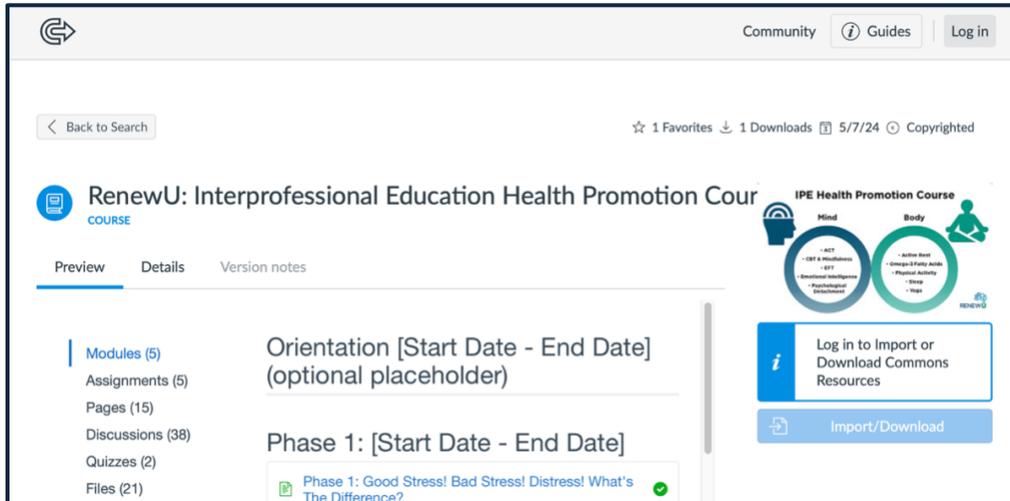


Figure 1. Screenshot of course preview page in Canvas Commons.

Login by entering your login credentials or selecting to create an account by selecting the “Need a Canvas account?” link in the right-hand corner of the screen and following the prompts (Figure 2). *Note: This screen may look different if your institution uses a Federated Single Sign-on (SSO) page.

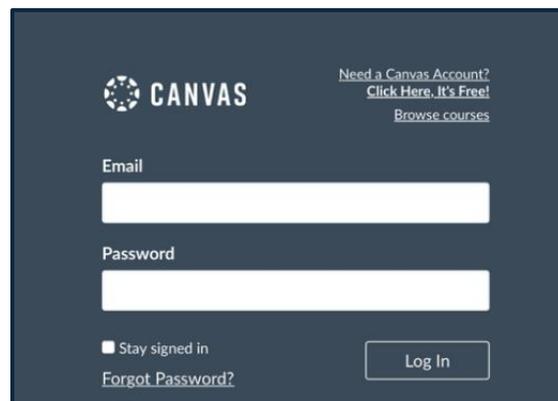


Figure 2. General Canvas login and account creation page.

Once you are logged into your Canvas account you will be brought to your Canvas Dashboard. To locate the course, click on “Commons” in the Canvas menu on the left-hand side of the webpage (Figure 3).



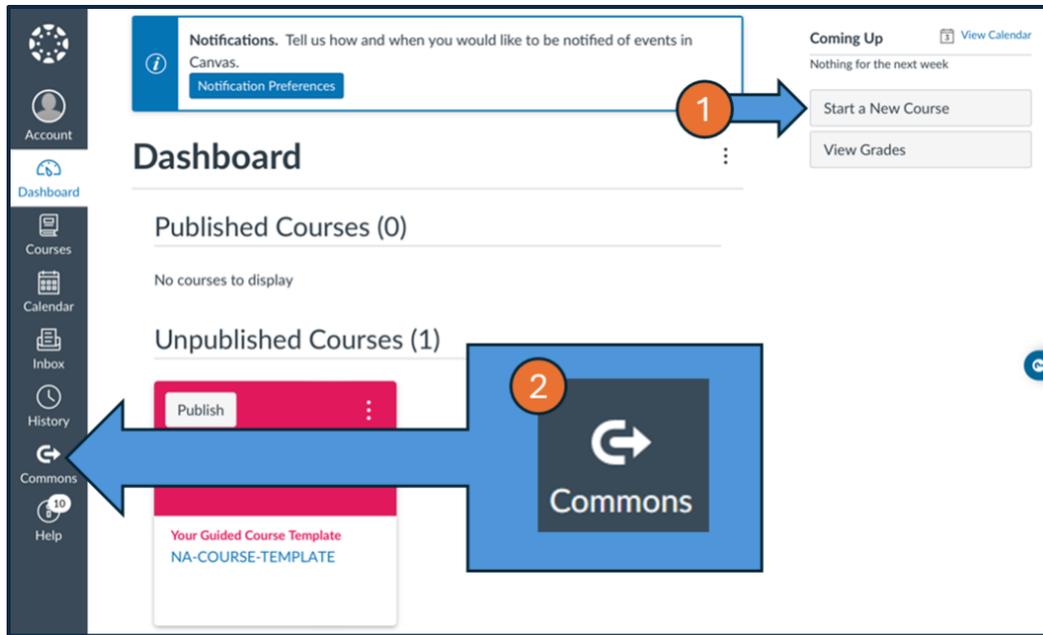


Figure 3. Screenshot of Canvas dashboard.

Once you are in Canvas Commons (Figure 4), type the name of the course “RenewU: Interprofessional Education Health Promotion Course” into the search bar to locate and download it for use at your institution or follow the direct link to the course: <https://lor.instructure.com/resources/9e94f9d9635f4dae8a9d001a5b1e28fd?shared>

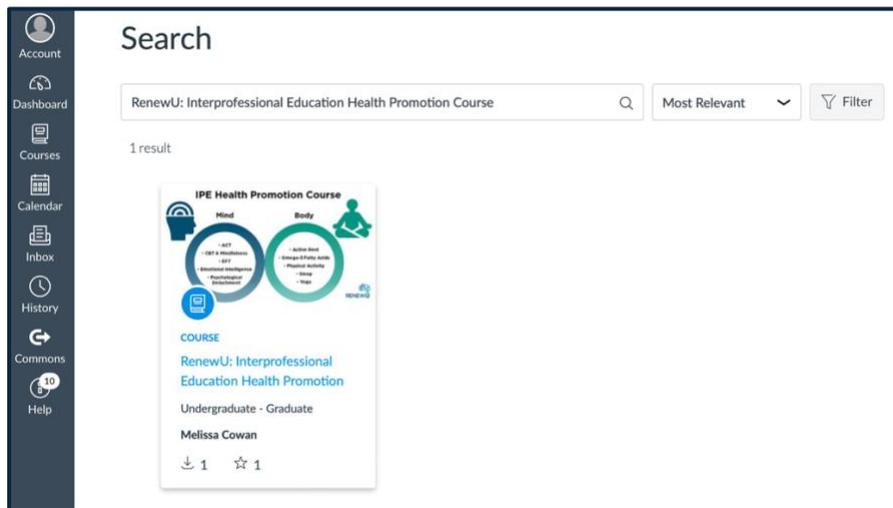


Figure 4. Screenshot of Canvas Commons course search.

When you see the course, click on the hyperlinked course title (Figure 4). You will be brought back to the course preview page (Figure 1). Now you should be able to select the “Import/Download” button.

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1.2 Import or Download the Course

On the Import/Download page (Figure 5) you will need to decide whether to import or download the course.

Import the course:

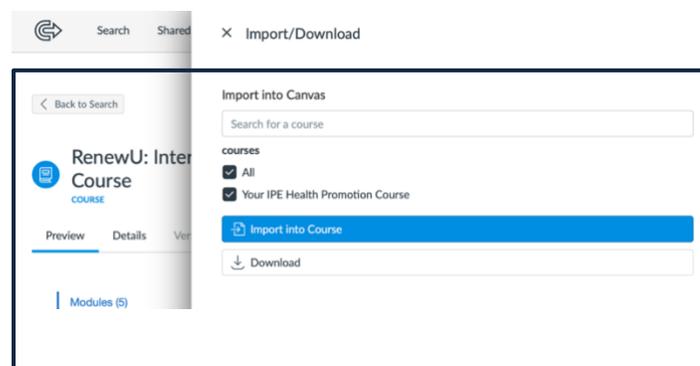
- To use the course within your **Institution’s Canvas Account** or a **free Canvas account**.
- Make sure you are logged into your desired Canvas account prior to importing the course.
- Create a new course from the Canvas Dashboard prior to importing from Canvas Commons
- Examples of when you would use a **free Canvas account** to distribute the course:
 - If your LMS is not compatible with the Canvas export package IMSCC format.
 - If your learners come from multiple institutions with different LMSs.
 - If your Institution does not have an LMS, but you want to disseminate the course to a group of learners.

Download the course:

- If your Institution uses an LMS other than Canvas, we recommend talking to your LMS administrator regarding your options for uploading a Canvas course into the LMS at your institution. ***Note:** If your Institution has another LMS, but it is not possible to integrate a Canvas course, you can import the course into a **free Canvas account** and deliver it through Canvas.

Figure 5. Screenshot of Import/Download page.

Important Note: All student data in your downloaded or imported course is held by you and your institution.



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2. Course Set-up Checklist

Here is a recommended checklist in order of how things should be updated prior to course delivery to your learners.

- Determine which way to deliver the course: Use your Institution’s Canvas account (Section 3.2); use your Institution’s LMS which is determined to be compatible with Canvas (Section 3.3); or use a free Canvas account (Section 3.4).
- Create a new course to use for the course import from Commons
- Import the course from Canvas Commons
- Review the course contents and decide if you will use all the discussions, assignments, etc. To view all the course activities, click on “Modules” in the left-hand course menu (Figure 7).
- Determine course dates, allowing for at least two weeks for administrative work prior to the course and one week of administrative work after the course completes. The entire course can be run in as little as 4-weeks, however we strongly recommend running the course for 5-weeks to allow a week of orientation to the course (i.e., 2-weeks for phase 1).
- Review course settings and edit course details such as course name, start and end dates, student access restrictions, etc.
- Update the Home page (Syllabus), removing and addressing highlighted aspects (Section 4.2)
- Update Module dates and listed due dates (Section 4.3)
- Update instructions, grading and/or due dates for assignments (Section 4.4)
- Update instructions, grading and/or due dates for discussions (Section 4.5)
- Update announcements you plan to use, delete announcements not used, and update posting dates (Section 4.1).
- Edit and add course sections if you plan to organize students and faculty by profession or by some other method such as by assessor or faculty member (Sections 3 and 4)

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- Add faculty and administrators (if using them). We recommend sending them the **Faculty guide** and facilitating an orientation if possible. Assign faculty and administrative responsibilities.
- Add students to the course. (Section 3.5).
- Create groups and assign students (Sections 4).
- Publish course (Section 3).





3. Publish Course

3.1 How to Integrate this Course at your Institution

If you have an LMS administrator, instructional designer, or an educational technologist available at your Institution, we recommend contacting them to help set up the course for your learners. If you do not have personnel available to set-up this course, please use the instructions below.

3.2 Using Canvas LMS

- 1) Sign-on to your Institutional Canvas account or Free Canvas account (Section 1)
- 2) Import the course from Canvas Commons (Section 1)
- 3) Return to your Canvas Dashboard and look for the course card with the mind and body symbols and circles under “Unpublished Courses.” (Figure 6).

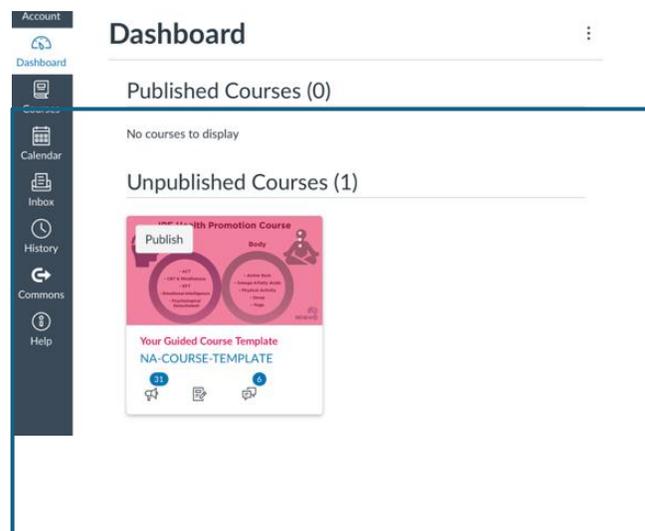


Figure 6. Screenshot of Canvas Dashboard and Unpublished RenewU Course.

- 4) Select the hyperlinked course title to begin editing. Content that needs to be edited and customized for your institution is highlighted throughout the course and described in [Section 4](#) of this document.
- 5) Edit the course Home page to include any institution specific content, directions, orientation videos, handouts, etc.
- 6) Click on Modules (Figure 7). Select the three dots to the right of the module headers to edit or delete modules.

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- 7) Click the publish icon to publish specific modules or the “Publish all” at the top of the Module page. *Note: You need to actively Publish your modules, pages, content, and activities in order for them to become available to students.

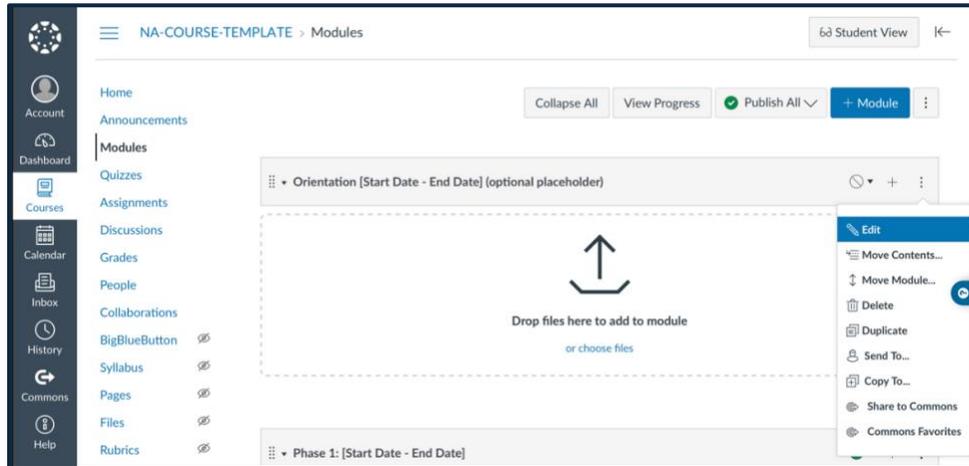


Figure 7. Screenshot of Modules page and menu.

- 8) Select “Settings” from the left-hand menu in the course to update the Course Name and Course Code” under the “Course Details” tab. Then update “Section Name” and add any additional sections under the “Section” tab (navigate there from the header and click on the pencil to edit the default course section). **Do all this before sharing it with learners since these will be listed in the course invitation** (Figure 10 & 11).



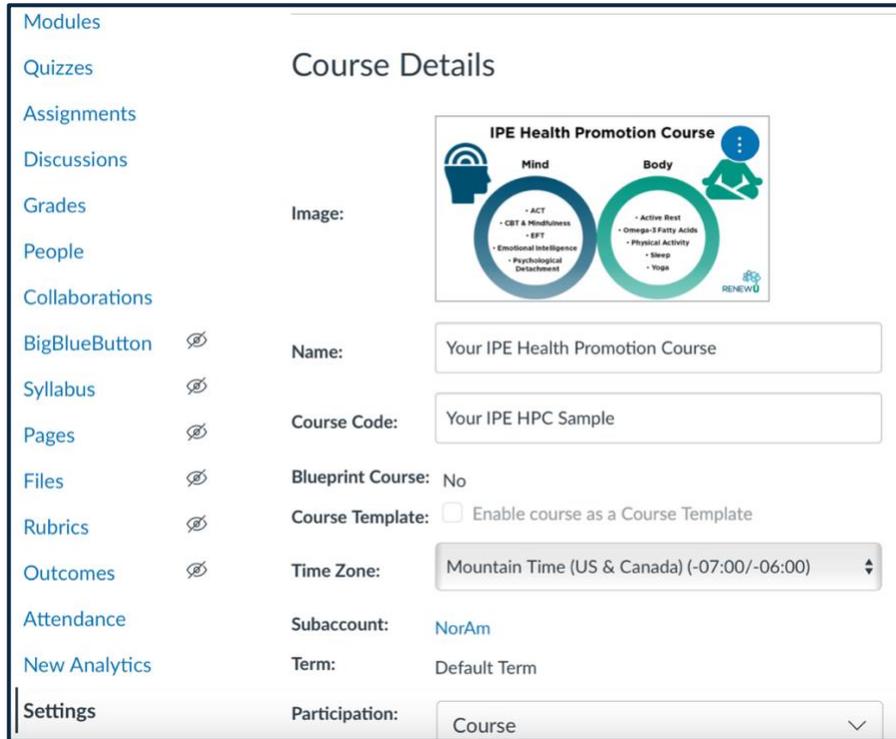


Figure 10. Screenshot of “Settings” page on the “Course Details” tab.

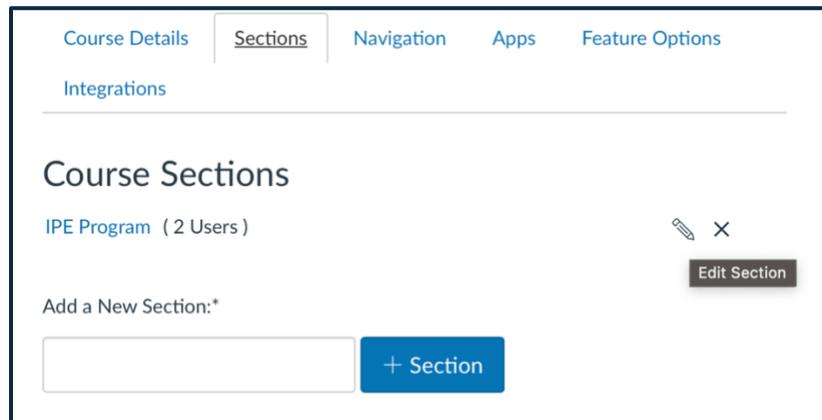


Figure 11. Screenshot of “Settings” page on the “Sections” tab.

- 9) Click on People and enroll faculty and students (Section 3.5)
- 10) Manually assign students to groups or import once the course has been published and students have accepted the invite (Section 4).





- 11) Once you have made all the necessary updates, publish the course, either by publishing from the Dashboard by selecting “Publish” (Figure 8) or by selecting “Publish” in the top right-hand corner on the course Home page (Figure 9).



Figure 8. Screenshot of Unpublished course on Dashboard page.

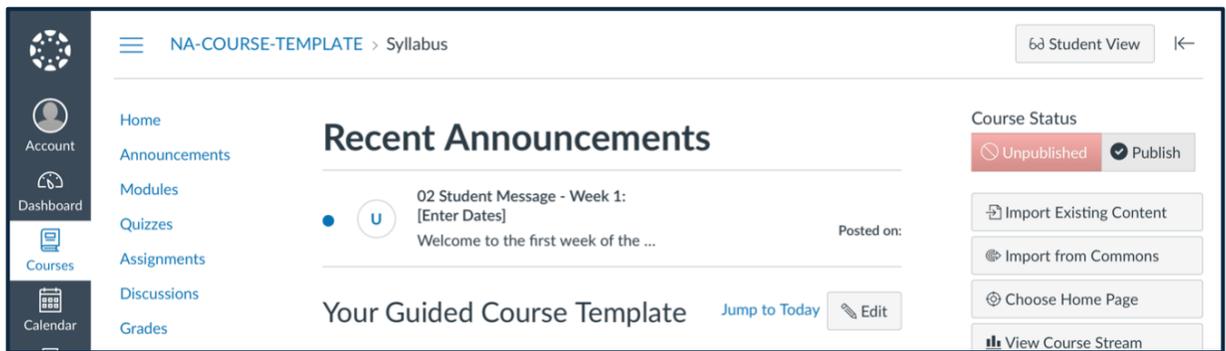


Figure 9. Screenshot of Home page of course with “Publish” button.

3.3 Using a Compatible LMS

- 1) Verify with your LMS administrator, Educational Technology or IT Department whether Canvas course downloads are compatible with the LMS at your institution. If it is, proceed with these instructions. If your Institution’s LMS is not, you can still disseminate this course to your learners through Canvas Commons with a Free for Teachers account (Section 1).
- 2) Sign on to your Free Canvas Account
- 3) Click on “Commons” icon under the left-hand menu, find the “RenewU: Interprofessional Education Health Promotion Course” using the search bar.
- 4) Select “Import / Download”.
- 5) Under Import / Download screen (Figure 5), select “Download”

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- 6) Look in your downloads for a zip file named “RenewU Interprofessional Education Health Promotion Course”.
- 7) Share the zip file with your LMS administrator, Educational Technology or IT Department to upload or look up your LMS on the Canvas Community to see how other users have navigated uploading to your Institutions LMS (<https://community.canvaslms.com>).

3.4 Using Canvas Free for Teachers at your Institution

- 1) Follow the steps provided in Section 1 and Section 3.2 of this document to import the course into your Free for Teachers Canvas Account.
- 2) **Important Note:** Learners will also need to create a Canvas login to access and participate in this course. More info is provided in Section 3.5.
- 3) Select “Settings” from the left-hand menu to update the Course Name and Course Code under the “Course Details” tab. Then update “Section Name” and add any additional sections under the “Section” tab (navigate there from the header and click on the pencil to edit the default course section). **Do all this before sharing it with learners since these will be listed in the course invitation** (Figure 10 & 11).
- 4) Once you have made all the updates in [Section 4](#), publish the course either by publishing from the Dashboard by selecting “Publish” (Figure 8) or by selecting “Publish” in the top right-hand corner on the course Home page (Figure 9).
- 5) To share the course and enroll students you have two options:
 - Option 1) Enroll students with their e-mail
 - Option 2) Share a course join code.

3.5 Enrolling Faculty and Students in Canvas

When using the Canvas LMS (institution or free account), you can enroll faculty, staff, and students by their e-mail address or Canvas credentials provided by the institution, or by sharing a secret URL and letting them self-enroll in the course.





Option 1: Enroll students with their e-mail or institution credentials.

- 1) Start by selecting “People” from the left-hand menu (Figure 12).

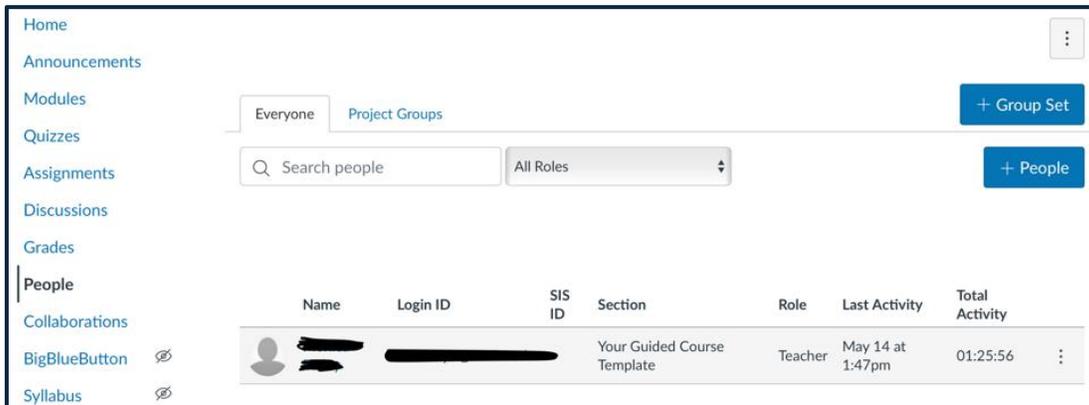


Figure 12. Screenshot of People page.

- 2) You should see yourself listed as a Teacher in the course. To enroll other Teachers, Tas, and students, select the “+ People” button on the right-hand side of the screen.
- 3) Add either Students or Teachers to the course, separating e-mail addresses with a comma or institutional credentials (Figure 13).

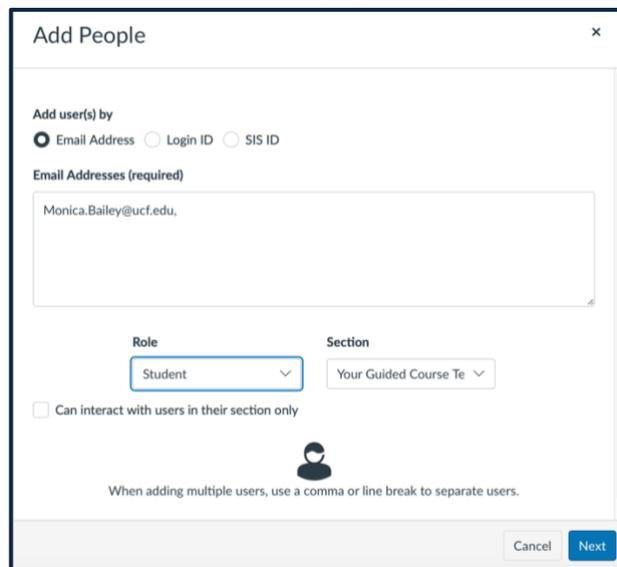


Figure 13. Screenshot of “Add People” pop-up.

- 4) Select the appropriate Role and section from the drop-down box (Figure 13).
- 5) Click on Next in the bottom right-hand corner (Figure 13).

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- 6) Select the top box on the left-hand side of the pop-up screen to select all the users you just added. You do not need to input usernames (Figure 14). *Note: This screen will be slightly different if you are enrolling students and faculty with existing Canvas account.

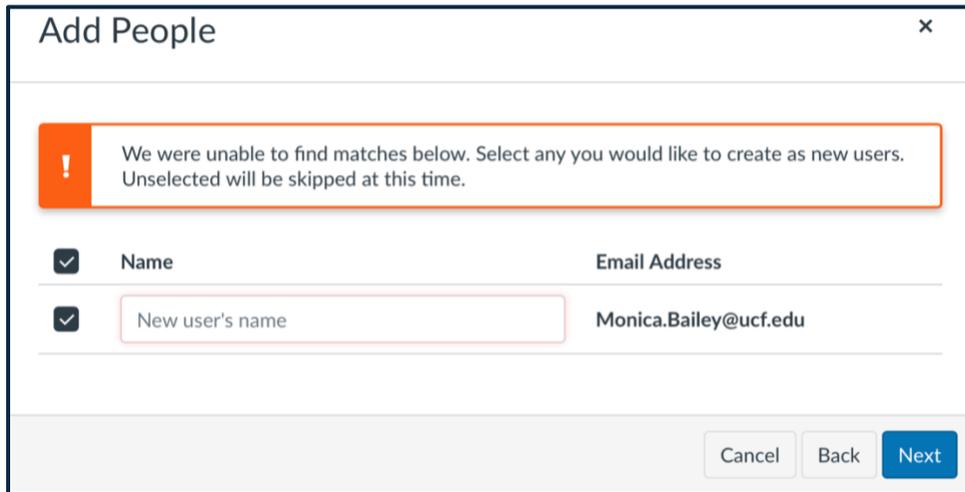


Figure 14. Screenshot of second screen of the “Add People” pop-up.

- 7) Click on Next in the bottom right-hand corner (Figure 14).
- 8) All your users should show up on the last screen, if everything is correct click the “Add Users” button and an e-mail inviting users to the course will be sent once the course has been published (Figure 15).

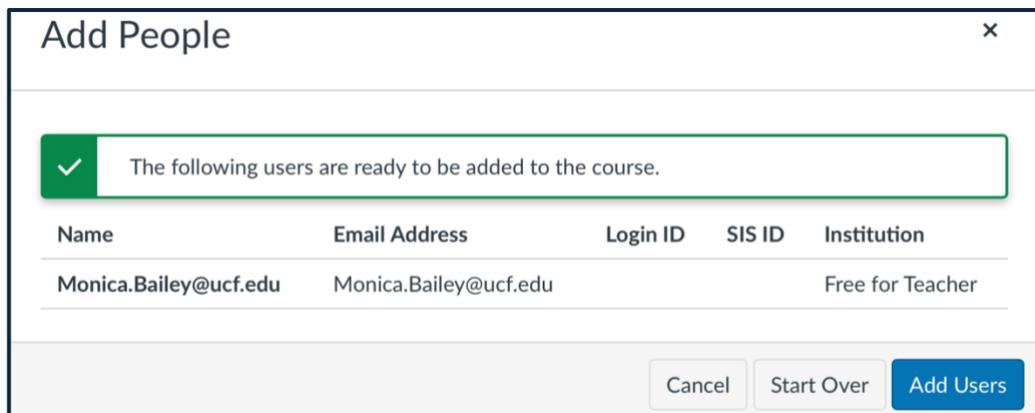


Figure 15. Screenshot of third screen of “Add People” pop-up.

- 9) You should now see all your users listed on the People page with “pending” underneath the user name or e-mail. Once they accept the course invite, “pending” will go away (Figure 16).

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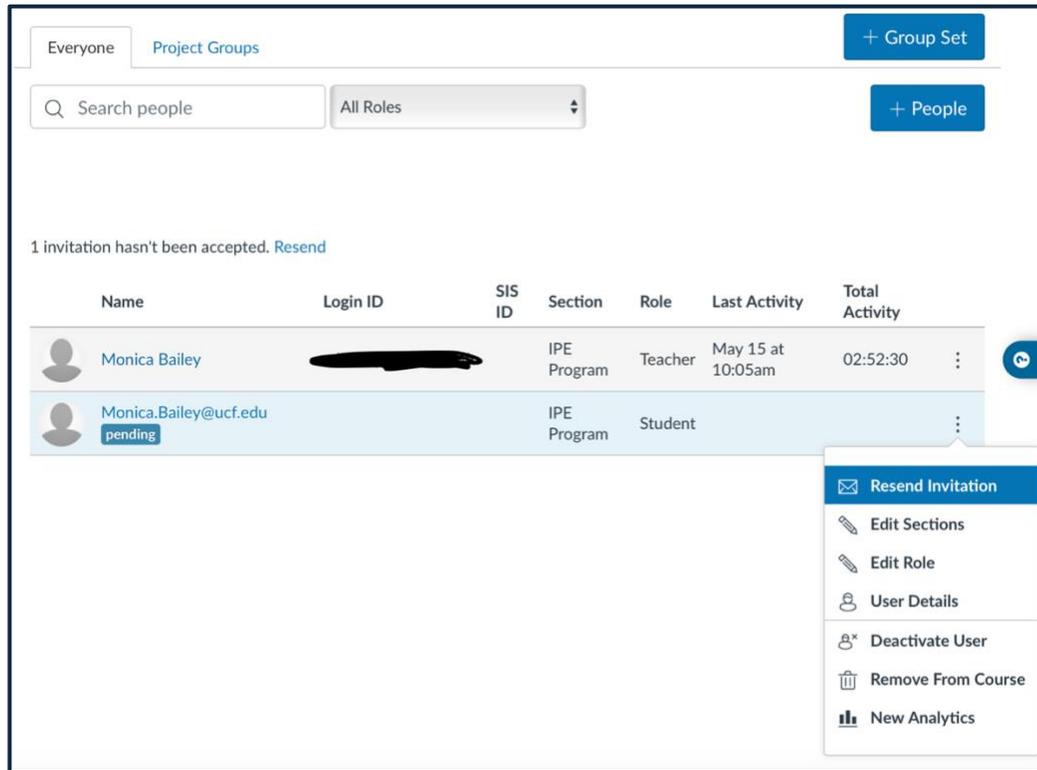
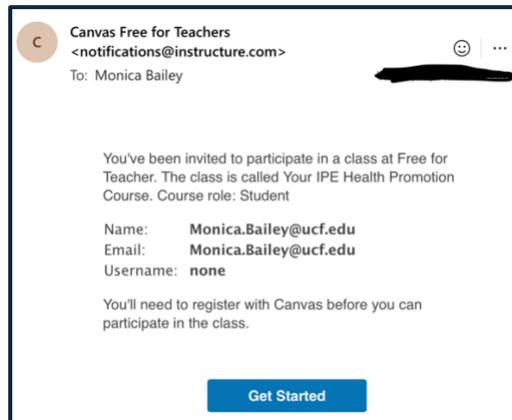


Figure 16. Screenshot of “People” page after users have been added.

- 10) To resend an invitation, click on the three dots on the right-hand side of the user you want to resend an invitation to and select “Resend Invitation” (Figure 16).
- 11) If using a Free Canvas account, the e-mail will prompt added users to create an account when they select “Get Started.” The e-mail will come from Canvas Free for Teachers, notifications@instructure.com (Figure 17).



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Figure 17. Course invitation e-mail from notifications@instructure.com.

Option 2: Enroll users by sharing a secret URL or Code.

- 1) Start by selecting “Settings” from the left-hand menu (Figure 10 above).
- 2) Scroll to the bottom where you will find hyperlinked “more options” text. Click on “more options” (Figure 18).

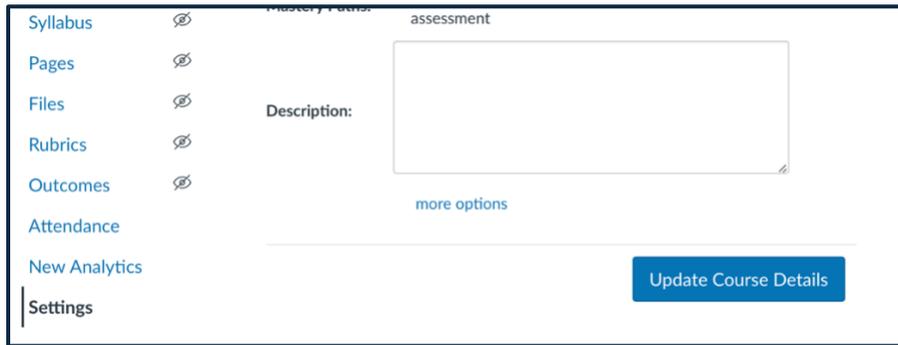


Figure 18. Screenshot of the bottom of the “Settings” page.

- 3) Select the first option available, “Let students self-enroll by sharing with them a secret URL or code” and select the “Update Course Details” button at the bottom of the page (Figure 19).

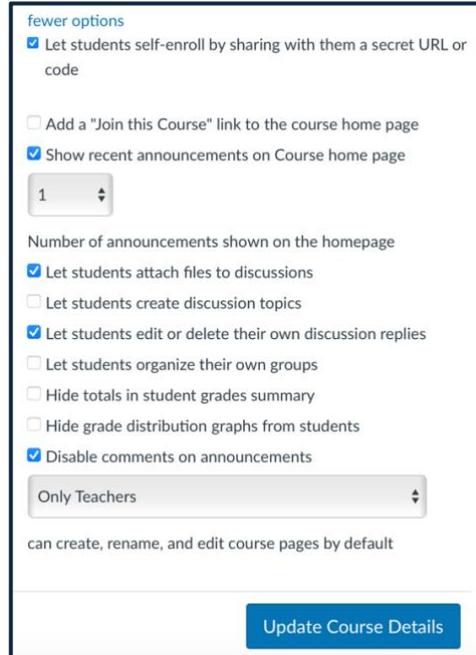


Figure 19. Screenshot of “more options” selections.





- 4) Once the page refreshes you should now see the course join URL with two different options for how to invite students to join the course right above the hyperlinked “more options” text (Figure 20). You can copy and paste one or both options that you disseminate to learners.

The screenshot shows a form with a 'Description:' label and a large text input area. Below the input area, the text reads: 'This course has enabled open enrollment. Students can self-enroll in the course once you share with them this URL: <https://canvas.instructure.com/enroll/PCDLMM>. Alternatively, they can sign up at <https://canvas.instructure.com/register> and use the following join code: PCDLMM [more options](#)'. At the bottom right of the form is a blue button labeled 'Update Course Details'.

Figure 20. Screenshot of course self-enrollment URL options at the bottom of the “Settings” page.

- 5) Once students enroll you should be able to see them on the “People” page (Figure 12).





4. What to Update for your Health Promotion Course

Course Updates: Items that need to be updated are typically highlighted in the course to help facilitate the process. To make an update select “Edit” from the course element, drag the cursor over the section you want to update and make the necessary changes. Scroll to the bottom of the page and click “Save” to save the updates you have made. **Important note:** Always remember the save step. Changes made to the section will not be recorded until you click “Save”.

Deleting Course Elements: There may be course elements you want to delete. To do so, select the three dots in the assignment/discussion title and select delete. **Important note:** If you delete course elements, you will need to update the related student course announcements, and the first and last page of the effected module accordingly.

Below we have organized the items that need to be updated by course section:

1. [Announcements](#)
2. [Home \[Syllabus\]](#)
3. [Modules](#)
4. [Assignments](#)
5. [Discussions](#)





1. Announcements:

The announcements are intended to provide course communication to the learners and faculty throughout the course so that it runs smoothly.

We used five kinds of announcements:

- 1) [Welcome message to faculty and learners](#)
- 2) [Weekly announcement for learners \(Mondays, 4 PM\)](#)
- 3) [Weekly announcement for faculty \(Mondays, 10 AM\)](#)
- 4) [Faculty announcement on assignment grading window](#)
- 5) [Faculty announcement on assignment grades due](#)

Below is a description of each announcement type and what needs to be updated.

Customizing the announcements for your course

For announcement you want to customize, navigate to announcements by selecting “Announcements” from the left-hand menu, select the title of the announcement you want to edit.

Deleting announcements for your course

Delete any announcements you do not want to use, so that there isn’t any confusion from faculty or learners. To delete an announcement, navigate to the announcement page by selecting “Announcements” from the left-hand menu, select the three dots to the right of an announcement title you want to delete and select “Delete”.





1) **Welcome Message Announcement:** A welcome message to faculty and a welcome message to learners. This welcome message introduces the course to learners and faculty as soon as they join the course, which is why it has no delay postdate. The announcement outlines course expectations and rhythms. Relevant announcements: 01 Faculty Message; 01 Student Message.

Updates to be made:

- Decide when weekly student and faculty messages will be sent. We had student weekly messages released every Monday at 4 PM, that way if we needed to update based on emerging needs, we had most of the day Monday to update the message before it was sent out to learners. We had faculty weekly messages released every Monday at 10 AM. *If you choose a different time update it in the body of the message.
- Decide due dates. We had assignments due on Wednesday and Sunday. *If you choose a different time update it in the body of the message.
- Select the appropriate audience (i.e. Faculty or Students) for your announcement. Scroll down to the “Post to” section and select the group or groups you want to receive this announcement from the drop-down list (Figure 21).
- Provide contact information. Who do you want faculty or learners to contact with questions or concerns, place that in the announcement, this section is highlighted for you to update.
- Click “Publish” to save updates to announcement.

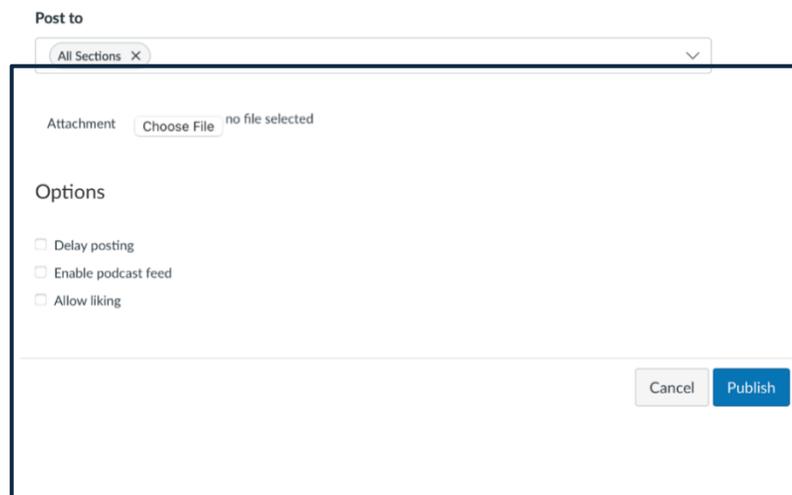


Figure 21: Screenshot of “Post to” section on announcements.





2) **Weekly Announcement for Learners Description:** A weekly announcement was sent to learners on Monday at 4 PM. The announcement summarized what was studied the prior week and themes covered in the current week. There is also a calendar provided for the week and any upcoming assignments listed in the calendar. **Relevant announcements: 02 Student Message; 03 Student Message; 04 Student Message; 05 Student Message; 06 Student Message.**

Updates to be made:

- Update Title: After clicking “Edit” update the date range for the week in the title.
- Update Dates: Update the dates in the weekly course calendar view, they have been highlighted for you. Ensure assignments due by dates are listed in the course calendar.
- Update Contact Information: Update the contact information under Questions at the bottom of the announcement (highlighted).
- Update the “Post to” section: Update the “Post to” section by selecting the groups this announcement should be sent to from the drop-down list (Figure 21).
- Update the Announcement Post Date: Scroll to the bottom of the Announcement page and select “Delay posting” under “Options”. Click the Calendar icon and select the date, input the time of day, and select am or pm (Figure 22). We had them scheduled for Mondays at 4 PM.

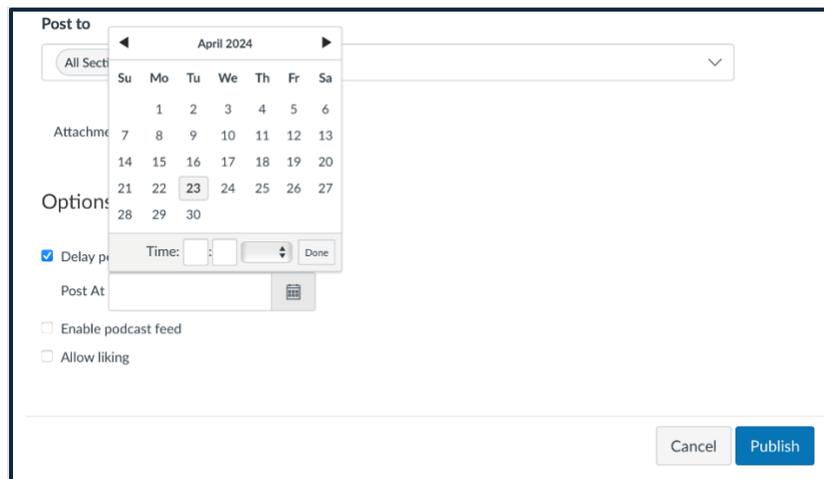


Figure 22: Screenshot of “Delay post” feature in announcements.

- Click “Publish” to save updates to announcement.

3) **Weekly Announcement for Faculty Description:** A weekly announcement was sent to faculty on Monday at 10 AM. The announcement summarizes what the students

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will be working on and the faculty responsibilities for that week. There is also a calendar provided for the week, which includes the student assignments and faculty grading responsibilities that week. **Relevant announcements: 02 Faculty Message; 03 Faculty Message; 04 Faculty Message; 05 Faculty Message; 06 Faculty Message; 07 Faculty Message.**

Updates to be made:

- Update Dates: Update the dates in the weekly course calendar view, they have been highlighted for you. Ensure assignments are listed in the course calendar when you have them due.
- Update Contact Information: Update the contact information under Questions at the bottom of the announcement, it has been highlighted for you.
- Update the “Post to” section: Update the “Post to” section by selecting the groups this announcement should be sent to from the drop-down list (Figure 21).
- Update the Announcement Post Date: Scroll to the bottom of the Announcement page and select “Delay posting” under “Options”. Click the Calendar icon and select the date, input the time of day, and select am or pm (Figure 22). We had them scheduled for Mondays at 10 AM.
- Click “Publish” to save updates to announcement.

4) Faculty Announcement on Assignment Grading Window:

An announcement sent out when a grading window begins, Thursday or Monday because of Wednesday and Sunday due dates. The announcement has assignment specific instructions and assignment grades due date. **Relevant announcements: 01 Faculty Grading Window; 02 Faculty Grading Window; 03 Faculty Grading Window; 04 Faculty Grading Window; 05 Faculty Grading Window; 06 Faculty Grading Window; 07 Faculty Grading Window; 08 Faculty Grading Window; 09 Faculty Grading Window; 10 Faculty Grading Window.**

Updates to be made:

- Update Dates: Update the grading window dates in the assignment description, they have been highlighted for you.
- Update the “Post to” section: Update the “Post to” section by selecting the groups this announcement should be sent to from the drop-down list (Figure 21).
- Update the Announcement Post Date: Scroll to the bottom of the Announcement page and select “Delay posting” under “Options”. Click the

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Calendar icon and select the date, input the time of day, and select am or pm (Figure 22). We had them scheduled for the date grading opened (typically Thursday or Monday) at 8 AM.

- Delete Announcements for Assignments not being Graded: If there are assignments you remove, or assignments being graded by an administrative team instead of faculty delete those announcements. For example, we had an administrative team grade the discussions, so if you do the same delete faculty announcements on grading discussions.
- Click “Publish” to save updates to announcement.

5) Faculty Announcement on Assignment Grades Due: An announcement sent out when a grade is due, Thursday or Monday because of Wednesday and Sunday due dates. The announcement has assignment specific instructions and assignment grade due date. Relevant announcements: 01 Faculty Grades DUE; 02 Faculty Grades DUE; 03 Faculty Grades DUE; 04 Faculty Grades DUE; 05 Faculty Grades DUE; 06 Faculty Grades DUE; 07 Faculty Grades DUE.

Updates to be made:

- Update the “Post to” section: Update the “Post to” section by selecting the groups this announcement should be sent to from the drop-down list (Figure 21).
- Update the Announcement Post Date: Scroll to the bottom of the Announcement page and select “Delay posting” under “Options”. Click the Calendar icon and select the date, input the time of day, and select am or pm (Figure 22). We had grades due typically a week after they were submitted on Wednesday or Sunday at 8 AM.
- Delete Announcements for Assignments not being Graded: If there are assignments you remove, or assignments being graded by an administrative team instead of faculty delete those announcements. For example, we had an administrative team grade the discussions, so if you do the same delete faculty announcements on grading discussions.
- Click “Publish” to save updates to announcement.

2. Home [Syllabus]

To update the Home page, which is also the Syllabus, select either “Home” or “Syllabus” from the left-hand menu in Canvas. Updated the highlighted sections, “Please Note” and “Getting

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Started”. This is where we directed learners to our “Orientation” module. If you don’t need to add anything there, just be sure to delete it before disseminating to your learners.

3. Modules Pages

To update the Module Pages, select the “Modules” tab on the left-hand menu in Canvas.

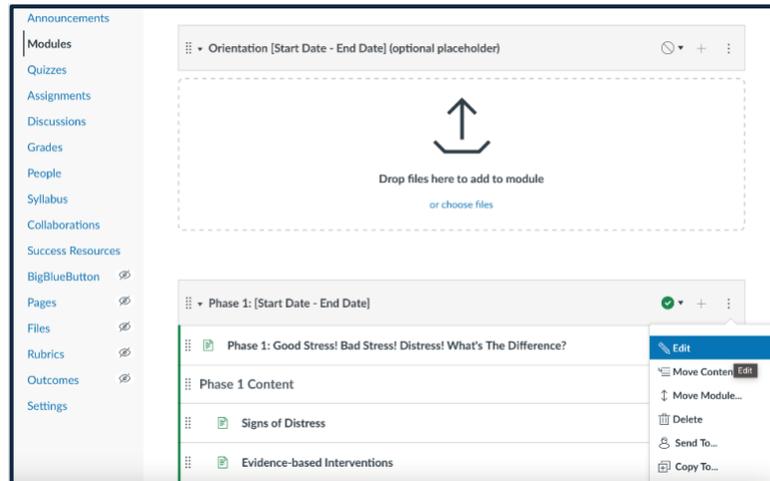


Figure 23: Screenshot of selecting to “Edit” a module title on the “Modules” page.

Phase 1

- Update Phase 1 Module Dates: Click on “Modules” in the menu on the left-hand side. Click on the three dots in the right-hand side of the module header “Phase 1” and select “Edit” (Figure 23). Update [Start Date – End Date]. Click “Update Module” to save changes.
- Update Phase 1 Assignments and Due Dates: Click on “Modules” in the menu on the left-hand side. Click on “Phase 1 Assignments and Due Dates” at the end of Phase 1 module. Updated due dates and contact information, sections are highlighted. Click “Edit” to make the changes and click “Save” to save changes.

Phase 2

- Update Phase 2 Module Dates: Click on “Modules” in the menu on the left-hand side. Click on the three dots in the right-hand side of the module header “Phase 2” and select “Edit” (Figure 23). Update [Start Date – End Date]. Click “Update Module” to save changes.
- Update Phase 2 Assignments and Due Dates: Click on “Modules” in the menu on the left-hand side. Click on “Phase 2 Assignments and Due

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Dates” at the end of Phase 2 module. Updated due dates and contact information, sections are highlighted. Click “Edit” to make the changes and click “Save” to save changes.

Phase 3

- Update Phase 3 Module Dates: Click on “Modules” in the menu on the left-hand side. Click on the three dots in the right-hand side of the module header “Phase 3” and select “Edit” (Figure 23). Update [Start Date – End Date]. Click “Update Module” to save changes.
- Update Phase 3 Assignments and Due Dates: Click on “Modules” in the menu on the left-hand side. Click on “Phase 3 Assignments and Due Dates” at the end of Phase 3 module. Updated due dates and contact information, sections are highlighted. Click “Edit” to make the changes and click “Save” to save changes.

Phase 4

- Update Phase 4 Module Dates: Click on “Modules” in the menu on the left-hand side. Click on the three dots in the right-hand side of the module header “Phase 4” and select “Edit” (Figure 23). Update [Start Date – End Date]. Click “Update Module” to save changes.
- Update Phase 4 Assignments and Due Dates: Click on “Modules” in the menu on the left-hand side. Click on “Phase 4 Assignments and Due Dates” at the end of Phase 4 module. Updated due dates and contact information, sections are highlighted. Click “Edit” to make the changes and click “Save” to save changes.

4. Assignments

To update the Assignments, select the “Assignments” tab on the left-hand menu in Canvas.

1) Phase 1 Intervention Selection

- Submission date: We have consistent due dates for the Intervention selections. The Intervention selections are due on Wednesdays, following the week it is assigned. The Date will need to be updated by selecting the “Edit” button in the top right-hand corner of the assignment heading and scrolling to the “Assign” section at the bottom of the assignment under

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“Due” change the date to the correct due date (Figure 24). Select “Save” to save changes.

Assign

Assign to

Everyone ×

Due

Oct 18, 2023 at 11:59 PM

Available from

Aug 23, 2023 at 1

Until

+ Add

Figure 24. Screenshot of “Assign” section on Assignments page where Due dates are input/updated.

2) Phase 2 Intervention Selection

- Submission date: We have consistent due dates for the Intervention selections. The Intervention selections are due on Wednesday, following the week it is assigned. The Date will need to be updated by selecting the “Edit” button in the top right-hand corner of the assignment heading and scrolling to the “Assign” section at the bottom of the assignment under “Due” change the date to the correct due date (Figure 24). Select “Save” to save changes.

3) Self-Reflection of an Intervention you Selected in Phase 1

- Submission date: We have consistent due dates for the Self-Reflections. The Self-Reflections are due on the Sunday following the week they selected an intervention, therefore allowing students 1.5 weeks to practice their selected intervention. The Date will need to be updated by selecting the “Edit” button in the top right-hand corner of the assignment heading and scrolling to the “Assign” section at the bottom of the



assignment under “Due” change the date to the correct due date (Figure 24 above). Select “Save” to save changes.

4) Self-Reflection of an Intervention you Selected in Phase 2

- Submission date: We have consistent due dates for the Self-Reflections. The Self-Reflections are due on Sunday following the week they selected an intervention, therefore allowing students 1.5 weeks to practice their selected intervention. The Date will need to be updated by selecting the “Edit” button in the top right-hand corner of the assignment heading and scrolling to the “Assign” section at the bottom of the assignment under “Due” change the date to the correct due date (Figure 24 above). Select “Save” to save changes.

5) Collaborative Mini-Poster Group Submission

- Group roles: There are group role designations based on at least 6 group members. If you have less than 6 group members assigned to each group, you will need to revise the role designations in the assignment description.
- Submission date: This Group Mini-Poster is due the last Wednesday of class. The Date will need to be updated in the assignment description where highlighted and in the “Assign” section (Figure 24). Start by selecting the “Edit” button in the top right-hand corner of the assignment heading, select “Save” to save changes.

5. Discussions

To update the Discussions, select the “Discussions” tab on the left-hand menu in Canvas.

1) Course Questions

- Include a course administrator's e-mail address for students to contact if you have one. Also agree on who will be monitoring this discussion board. We had a course administrator assigned to this task.





2) Compare & Contrast Distress in Healthcare Professions Discussion

- **Grading:** We have a no late posts policy, if you want to implement a different policy this section will need to be updated. Responses will not be accepted past the deadline, therefore late responses will receive a 0.
- **Submission dates:** We have consistent due dates so that for two-post discussions, the original post is due on Wednesday of that week and the responses post is due on Sunday of that week. The day of the week, Wednesday or Sunday is listed while the specific date needs to be updated in the discussion description where highlighted and in the “Assign” section at the bottom of the discussion under “Due” set it to the response post due date (Figure 24), select “Save” to save changes.
- **Response post page:** There is a response post page, so that the response post shows up in the student calendar. The response post due date will need to be updated on this page. To locate the page, select the “Assignments” page on the left-hand side of the Canvas screen. Then find the response post under the appropriate phase and select it (Figure 25). This discussion is Phase 1. Select the “Edit” button and then update the date under the “Assign” section at the bottom of the page (Figure 24), select “Save” to save changes.

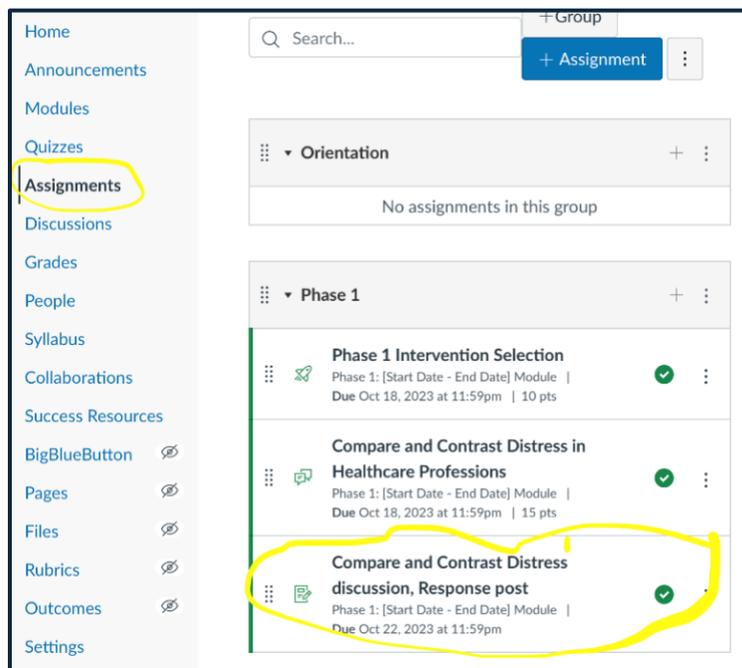


Figure 25. Screenshot of Assignments page and where to locate the Response post page.





3) Evidence Discussion

- **Grading:** We have a no late posts policy, if you want to implement a different policy this section will need to be updated. Responses will not be accepted past the deadline, therefore late responses will receive a 0.
- **Submission dates:** We have consistent due dates so that for two-post discussions, the original post is due on Wednesday of that week and the responses post is due on Sunday of that week. The day of the week, Wednesday or Sunday is listed while the specific date needs to be updated in the discussion description where highlighted and in the “Assign” section at the bottom of the discussion under “Due” (Figure 24 above), select “Save” to save changes.
- **Response post page:** There is a response post page, so that the response post shows up in the student calendar. The response post due date will need to be updated on this page. To locate the page, select the “Assignments” page on the left-hand side of the Canvas screen. Then find the response post under the appropriate phase and select it (Figure 25). This discussion is Phase 2. Select the “Edit” button and then update the date under the “Assign” section at the bottom of the page (Figure 24), select “Save” to save changes.

4) Case Study Discussion

- **Grading:** We have a no late posts policy, if you want to implement a different policy this section will need to be updated. Responses will not be accepted past the deadline, therefore late responses will receive a 0.
- **Submission date:** We have consistent due dates so that for one-post discussions, the original post is due on Wednesday of that week. The day of the week, Wednesday is listed while the specific date needs to be updated in the discussion description where highlighted and in the “Assign” section at the bottom of the discussion under “Due” (Figure 24), select “Save” to save changes.

5) Begin Collaborating on Mini-Poster

- **Submission date:** This is a 0-point discussion because it is intended for collaboration purposes for the Group Mini-Poster. The Mini-Poster assignment's due date is shared in the description where highlighted, so make sure the due date is accurately reflected.





6) Mini-Poster Session Discussion

- **Grading:** We have a no late posts policy, if you want to implement a different policy this section will need to be updated. Responses will not be accepted past the deadline, therefore late responses will receive a 0.
- **Submission date:** For this one-post discussions, it is a response post so it is due on Sunday of that week. The day of the week, Sunday is listed while the specific date needs to be updated in the discussion description where highlighted and in the “Assign” section at the bottom of the discussion under “Due” (Figure 24), select “Save” to save changes.

5. What to Create for your Health Promotion Course

The course is designed to be run in learner groups. Below are instructions on how to create inter-disciplinary learner groups and disciplinary specific faculty groups.

5.1 Setting up Groups in Canvas

For this IPE course, students will complete several assignments together in small groups. In the Canvas LMS, groups can be created and managed under the People page (Figure 27). Students enrolled in the course should be assigned to groups of 6 or 8 students before making the first group assignment available. In Canvas, the default Group Set name is “Project Groups” and all group assignments will default to the groups under this group set. Caution: If a new Group Set is created or the name is changed, group assignment details will need to be updated to reflect the desired Group Set (Figure 28).

Recommended Best Practice for Interprofessional Groups: Upon enrolling students and faculty in the course, organize the students and faculty into Course Sections based on their health profession and assigned groups (Figure 26). This will allow additional functionality throughout the duration of the course such as filters in SpeedGrader and custom assignment details (e.g., nursing faculty can monitor, review and provide feedback to their assigned nursing students in addition to their assigned groups).

Once students have been assigned to their respective groups, they can collaborate in the shared space dedicated to their group, including storing and sharing files and participating in group discussions. Instructors can access and interact with each group by clicking on the three dots located on the right side of the group name under the People page/Project Groups tab (Figure 27).

Assigned groups are displayed at the top of group discussion board assignments and instructors can access group posts by clicking on the group name located at the top of the discussion board assignment (Figure 29).

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See “How do I edit sections for an enrollment in a course?” in the Canvas Instructor Guide for more information. <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-sections-for-an-enrollment-in-a-course/ta-p/895>

See “What are Groups?” in the Canvas Instructor Guide for more information. <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Groups/ta-p/16>

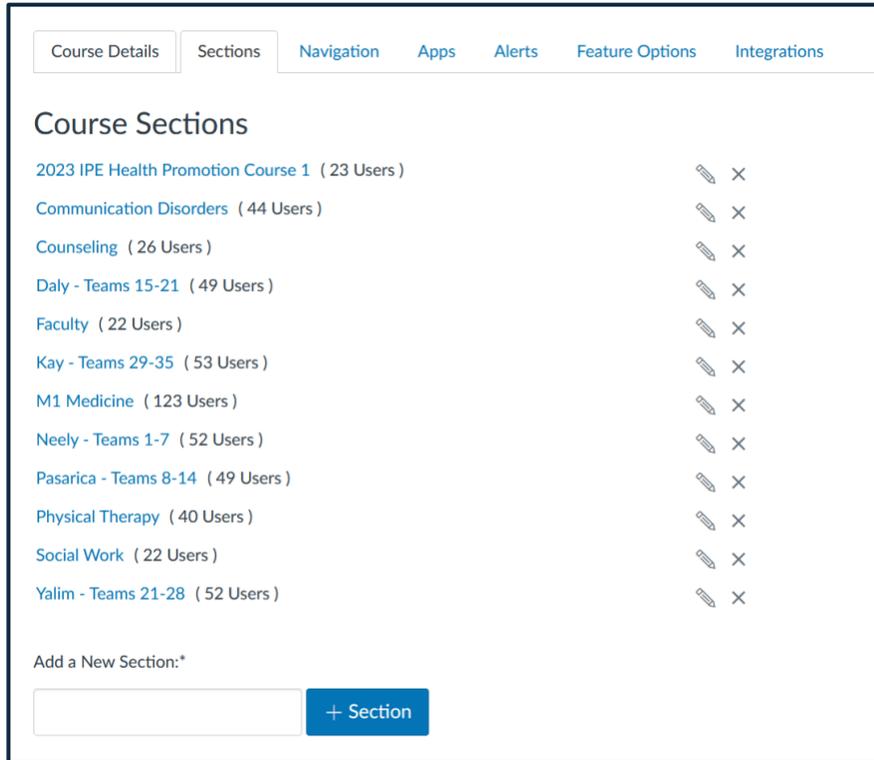


Figure 26. Example of course sections used to organize students and faculty by health professions and teams.





Figure 27. Example of the default project groups set created under the People page in Canvas.

Figure 28. Example of assignment details indicating this discussion is a group assignment and the Group Set is assigned to the default Project Groups.





This is a graded discussion: 10 points possible due Oct 18, 2023

Since this is a group discussion, each group has its own conversation for this topic. Here are the ones you have access to:

- Team 16 9 13
- Team 35 10 15
- Team 01 10 14
- Team 30 6 12
- Team 02 11 14
- Team 04 7 13
- Team 10 10
- Team 32 10 15

Compare and Contrast Distress in Healthcare Professions Oct 8, 2023 at 9:34pm
28 190

In this small-group discussion, you will make an **original post** and a **response post**. Review the instructions for both posts below. Discussions should always be respectful, non-judgmental and professional.

***There is a rubric for this discussion.** (Discussion rubrics can be viewed by clicking on the three dots in the upper righthand corner of this discussion. Please reach out if you have any questions.)

 **Original post, Due: Wednesday, October 18, 2023**

Instructions: After reviewing the [distress module](#), your introductory post has two parts:

Part 1) Post an introduction about yourself that includes your health profession and something you currently do to mitigate distress in your life.

Part 2) Include in your response what kind(s) of distress you believe are most prevalent in your profession and one environmental or job condition that contributes to that distress.

 **Response posts, Due: Sunday, October 22, 2023**

Instructions: Respond to 1 group member post from a *different* discipline than your own, discuss where there may be similarities, differences, and/or a discovery you made reading their post. Response should be 3-5 sentences.

*Your response for either part can be creative and include pictures in addition to text.

Q Search entries or author Unread   

Figure 29. Example of a group discussion assignment with links to each group’s own conversation

