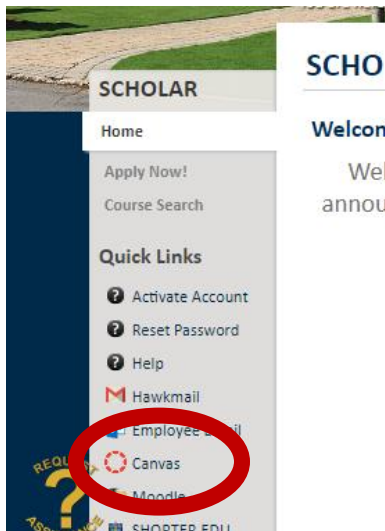


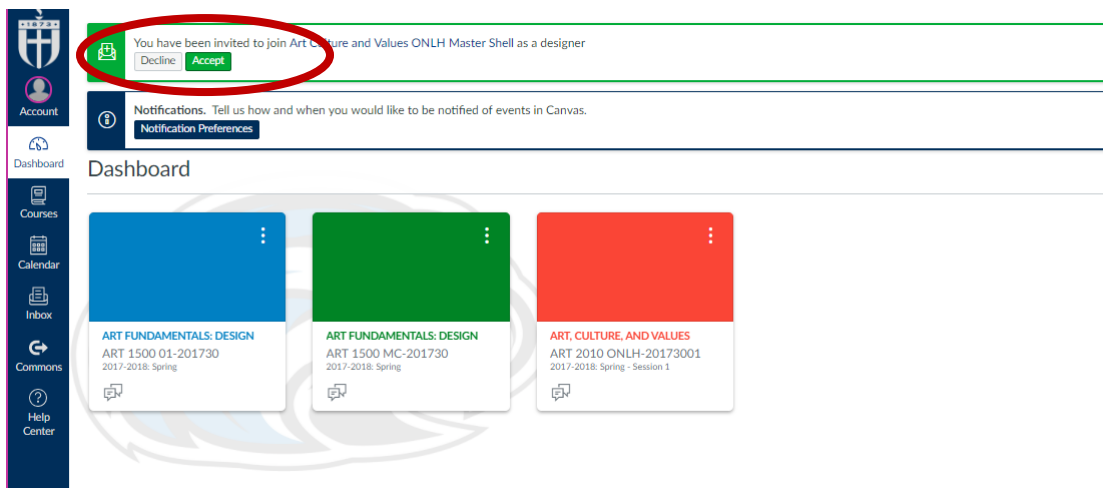
Subject Matter Expert (SME) Guide

Please note, this is a new document and will use your feedback to improve it.

First log into Canvas at <https://shorter.instructure.com/> or you can find this link on Scholar's homepage. You will log in with your full Shorter University email address and your Scholar password.



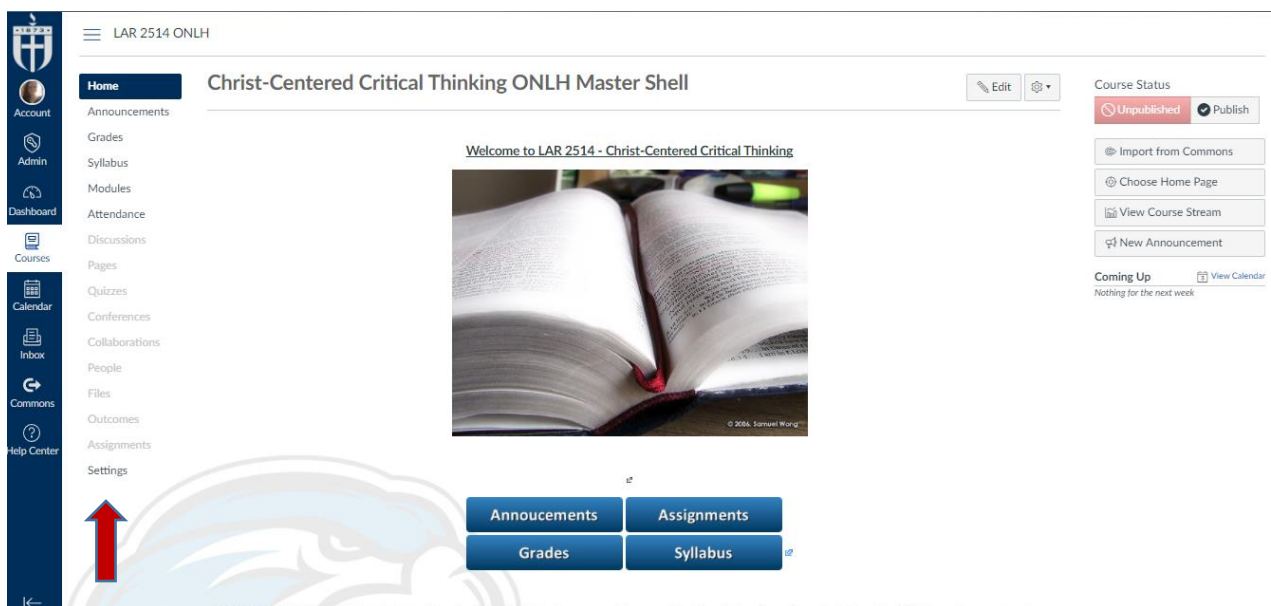
You will be taken to your dashboard. Across the top of the screen, you will see a green box asking you to accept joining the courses you are an SME for. You will also see the courses you will teach for the spring already in the dashboard. If it is a CAPP or ONLH course, then you will not have material in those courses yet. Because the Master Shells that the SMEs use are manually created and you are manually added to them, you have to accept being added to the master shells. You will not have to accept being added to the courses you will teach because they are automatically imported through Jenzabar.



If the Master Shell course does not show in your dashboard, then refresh or reload your screen and you will see it. Then double click on the course to open it.

When it opens, you should see the home or landing page as it can be called. The landing page should contain the title of the course, an image that relates to the subject matter, four blue buttons, course description and required text. Please click on the blue buttons to make sure that they connect to the appropriate area or document.

1. Syllabus should the syllabus file
2. Assignments should take you to Modules
3. Announcements should take you to Announcements
4. Grades should take you to Grades

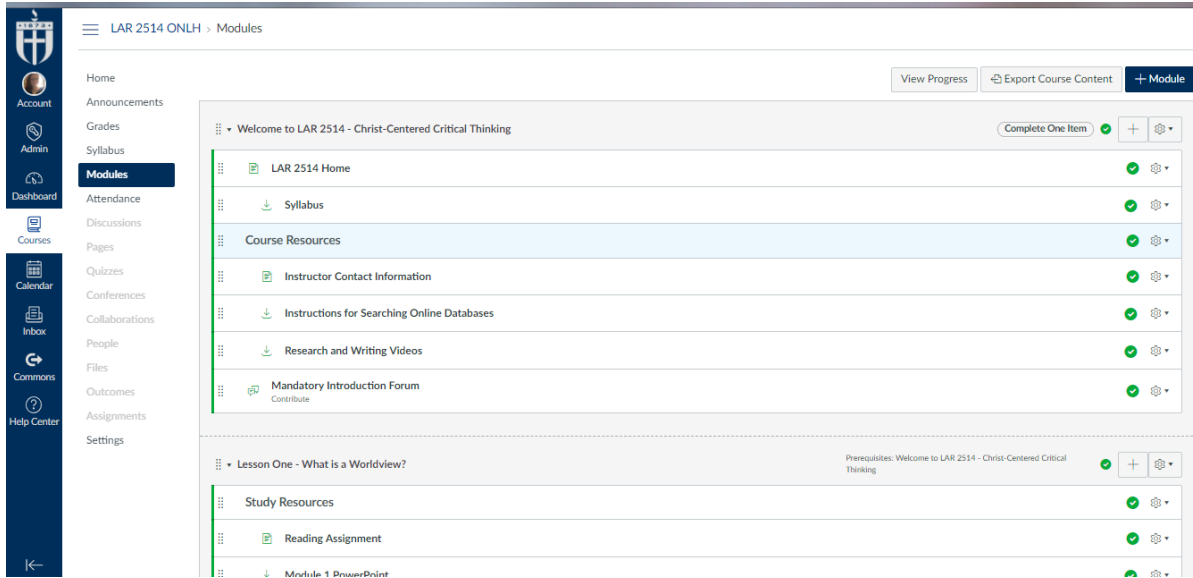


Please make sure that on the left side of the screen (there is red arrow point up at the section in the image above) that the following items are in blue. Instructors can still select the items in gray, but they students will not see them on their ends.

1. Home
2. Announcements
3. Syllabus
4. Modules
5. Settings (only the instructor can see this one)
6. Only for CAPP courses: Attendance (only the instructor can see this one)

Then select “Modules” from that column. You will see something similar to the image on the next page. It is formatted very similar to how it was in Moodle. There is the welcome module at the top with the

syllabus, instructor information (will be blank until it goes into the live teach each semester). Then each week is listed below it.



Please select each link to make sure that has material or a file in it. Also, please let me know if anything is adobe connect and linked to Learning house. Please remove all references to “Moodle” and replace with Canvas. Due dates will not be accurate until it is imported into the live teach each semester.

When you open the assignments, please double check the point values on the assignments, discussion posts and quizzes. You can correct it by selecting “Edit” in the upper right hand side of the screen and then selecting save or update at the bottom after you make the changes or you can simply let me know what needs to be corrected.

If you have additional resources or documents that you want to add to the shell, then you are welcome to do so or you can send them to me and I will add them.

There is another checklist that I am sending with this document with other things to check for.

Please let me know if you have any questions.

Thank you!