



# Implementation & Sustainability Plan

Course Name	<b>Community Engagement Online Course</b>
In this plan	Course Overview ----- P. 1 Supporting Resource for Canvas LMS ----- P. 2-11 <a href="#">Data Analytics Recommendation</a> ----- P. 12-14
Course length	6-8 hours over 1-2 weeks + X week(s) for implementation
Course starts on	
Course ends on	

## Course Overview

The course type is a self-paced online course consisting of three modules that navigate learners, organize the necessary components, and create their community engagement plan. The learner can access the online course via desktop/laptop browser, tablet, or mobile phone.

Learners can progressively build their knowledge, skills, and abilities to plan community engagement for their food forest project.

- Module #1: Gathering the Essential Components
- Module #2: Planning for the Long and Short-term
- Module #3: Taking Action

The modules guide learners with the step-by-step process and model cases to find key components in their community and plan long and short-term engagements. With the knowledge acquired in the first two modules, the learner will apply it in project-based learning, followed by reflection in the third module. While it depends on the kind of project the learner will select, the estimated learning time is 6-8 hours, and the course completion is 1-2 weeks.

## Supporting Resource for Canvas LMS

The Canvas learning management system (LMS) hosts the course, where you and learners can access the contents, assessments, discussions, assignments, and resource files.

The following guide provides navigation within Canvas and essential editing tips. A related website is linked at [More info] and the More Canvas Resource section.

- [Course Navigation](#) ----- P. 2-3
- [Change Course Content](#) ----- P. 4-9
- [Add Learners](#) ----- P. 10
- [More Canvas Resources](#) ----- P. 11

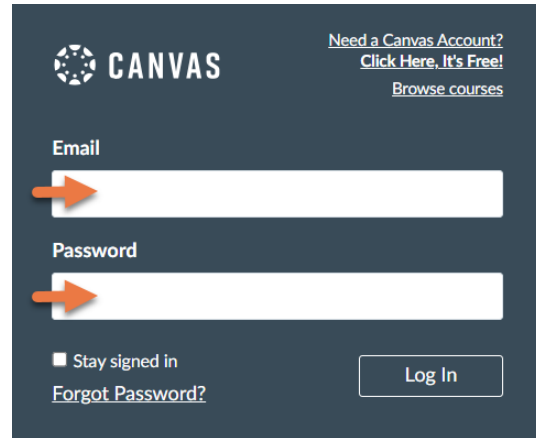


## Course Navigation

### Log into Canvas

Go to  
<https://canvas.instructure.com/login/canvas>

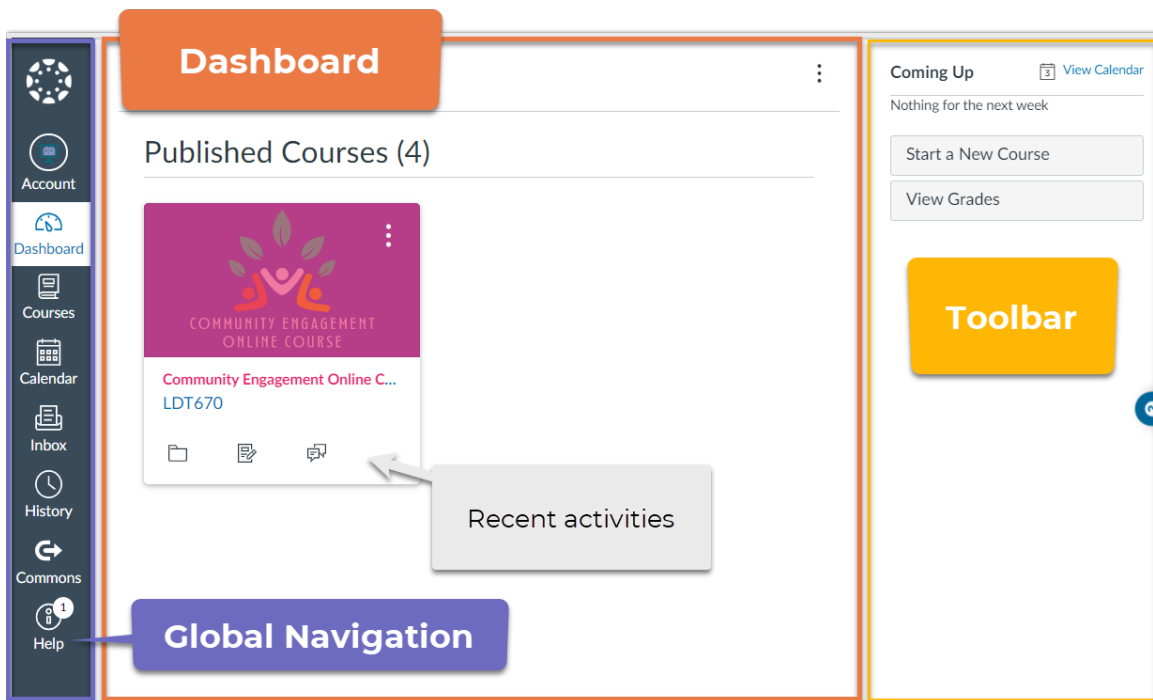
Log in with your ID/Email and password.



You will find the “Community Engagement Online Course” when you log in.

### View Course dashboard

Canvas user interface has three main components. The dashboard provides a high-level overview of your course.



Recent activities, including new announcements, assignments, and discussions, are shown at the bottom.

Enter to view modules.



## View Modules

The Course Navigation Menu is a series of links on the left side of your course that help you and your learners access different course areas.

Modules allow instructors to organize content to help control the flow of the course. You can move the module order and add or edit modules. Learners only view module content that has been published and assigned to them. Each module can contain files, discussions, assignments, quizzes, and other learning materials. Modules can be expanded and collapsed.

The screenshot displays the course navigation interface. On the left is a dark sidebar with icons for Home, Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The main content area features a top navigation bar with buttons for 'Collapse All', 'View Progress', 'Publish All', and '+ Module'. Below this is a list of modules, each with a title, a status indicator (green checkmark), and a plus sign. The modules listed are: 'Welcome! Start Here', 'Module 1 : Gathering the Essential Components', 'Module 2 : Long and Short-term Planning', 'Module 3 : Taking Action', and 'Wrapping up'. An orange callout box labeled 'Navigation' points to the top bar, and another orange callout box labeled 'Modules' points to the 'Module 2' entry.

[More info] [How do I use the navigation as an instructor?](#)



# Change Course Content

## Change Settings

If you want to change course settings, including start and end dates and navigation, go to settings.

The screenshot shows a course management interface. On the left is a dark sidebar with navigation icons and labels: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. Below these are course-specific options: Home, Modules, Syllabus, Pages, Files, Assignments, Discussions, Quizzes, Grades, Rubrics, People, Announcements, Collaborations, Outcomes, BigBlueButton, and Settings. An orange arrow points to the 'Settings' option. The main content area displays the course title 'Community Engagement v1' with an 'Edit' button. Below the title is a banner with the course logo and title. The 'Introduction' section follows, with a welcome message and a paragraph of text.

[More info] [How do I use course settings?](#)

## Edit modules

[More info] [How do I edit a module?](#)

[More info] [How do I add course content as module items?](#)

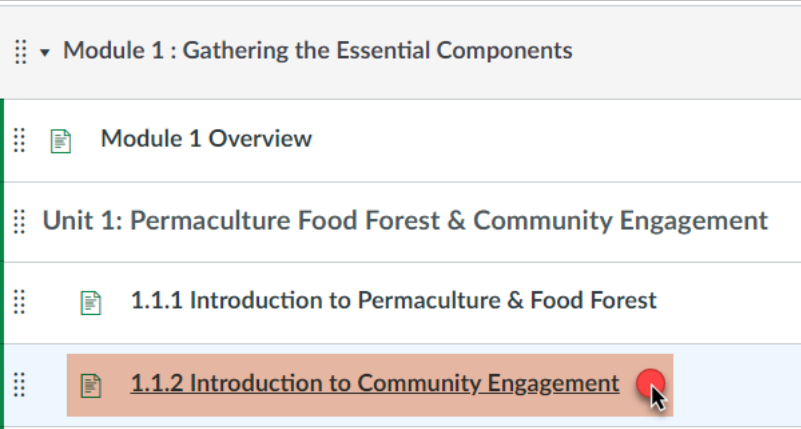
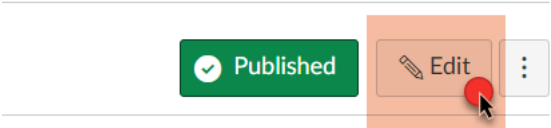
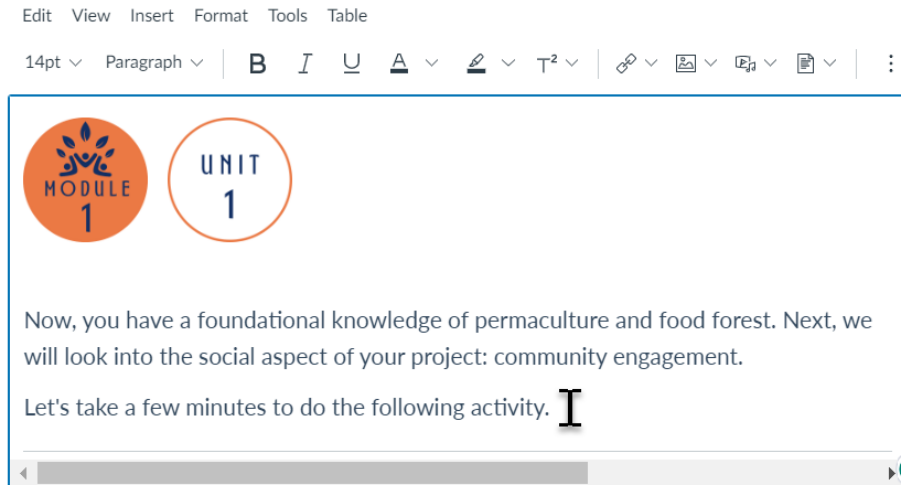
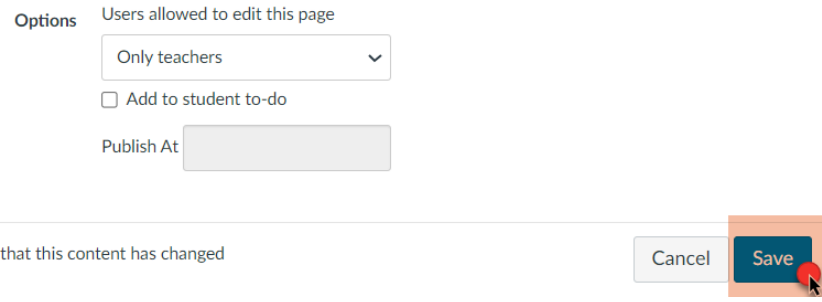
[More info] [How do I publish or unpublish a module as an instructor?](#)

## Edit pages

Pages store content and educational resources that are part of a course or group but don't necessarily belong in an assignment. Pages can include text, video, links to files, and other course or group content.

By default, only instructors can edit pages. However, you can set a default preference for specific users, such as TAs, to edit and contribute to the page.


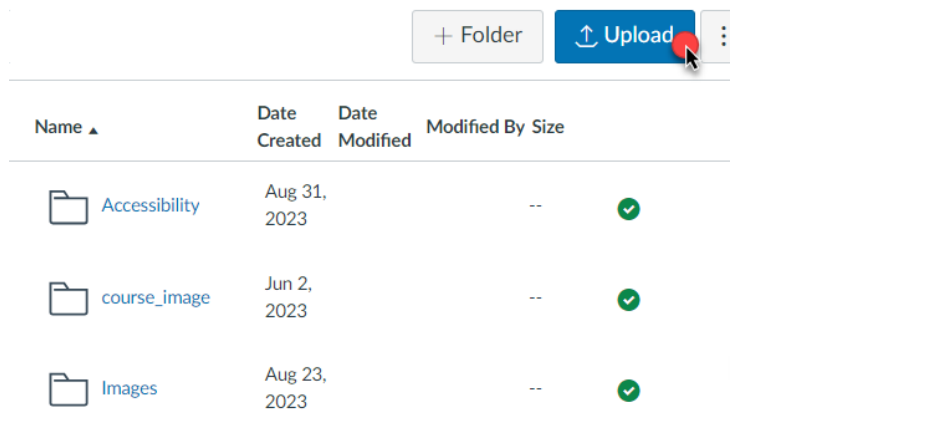
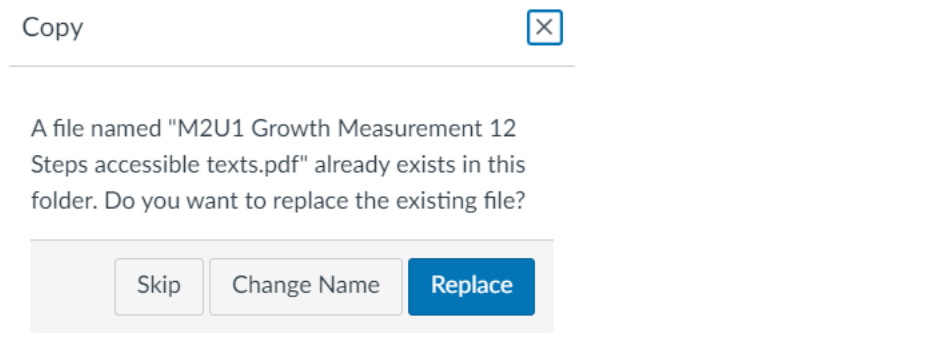
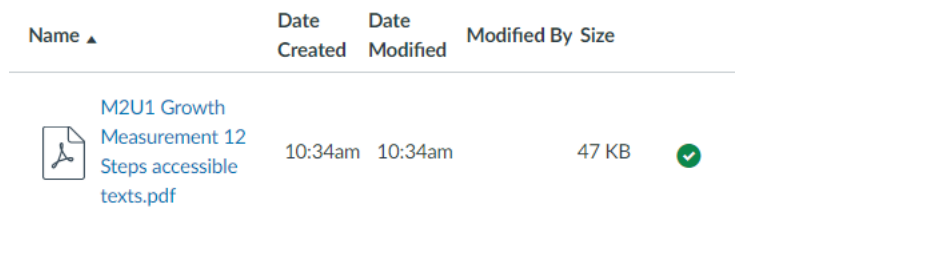


<p>1. From Module or Page Navigation, click the title of the page you want to edit.</p>	
<p>2. Find the Edit button on the top right corner. Click to enter.</p>	
<p>3. You can edit texts and add images and links in the Rich Content Editor.</p>	
<p>4. Make sure to <b>save the change</b>. The save button is located at the bottom right of the page.</p> <p><b>Note: The edits are NOT autosaved. Make it a habit to hit the Save button.</b></p>	

[More info] [How do I edit a page in a course?](#)

## Upload a new file.

You can add a file to your course by uploading a file.

<p>1. Open Files from the Course Navigation Menu.</p>																					
<p>2. Click the Upload button.</p> <p>3. Click the title of the file you want to upload from your computer and click the Open button.</p>	 <table border="1"> <thead> <tr> <th>Name ▲</th> <th>Date Created</th> <th>Date Modified</th> <th>Modified By</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td> Accessibility</td> <td>Aug 31, 2023</td> <td></td> <td>--</td> <td></td> </tr> <tr> <td> course_image</td> <td>Jun 2, 2023</td> <td></td> <td>--</td> <td></td> </tr> <tr> <td> Images</td> <td>Aug 23, 2023</td> <td></td> <td>--</td> <td></td> </tr> </tbody> </table>	Name ▲	Date Created	Date Modified	Modified By	Size	Accessibility	Aug 31, 2023		--		course_image	Jun 2, 2023		--		Images	Aug 23, 2023		--	
Name ▲	Date Created	Date Modified	Modified By	Size																	
Accessibility	Aug 31, 2023		--																		
course_image	Jun 2, 2023		--																		
Images	Aug 23, 2023		--																		
<p>3. If a file with the same name already exists in the folder you are uploading, you will be asked if you want to replace or rename it.</p> <p>Change Name option will create a duplicate file copy with a different name.</p>	 <p>Copy <span style="float: right;">✕</span></p> <p>A file named "M2U1 Growth Measurement 12 Steps accessible texts.pdf" already exists in this folder. Do you want to replace the existing file?</p> <p> <input type="button" value="Skip"/> <input type="button" value="Change Name"/> <input type="button" value="Replace"/> </p>																				
<p>4. After uploading, you can view the new file in the course.</p>	 <table border="1"> <thead> <tr> <th>Name ▲</th> <th>Date Created</th> <th>Date Modified</th> <th>Modified By</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td> M2U1 Growth Measurement 12 Steps accessible texts.pdf</td> <td>10:34am</td> <td>10:34am</td> <td></td> <td>47 KB </td> </tr> </tbody> </table>	Name ▲	Date Created	Date Modified	Modified By	Size	M2U1 Growth Measurement 12 Steps accessible texts.pdf	10:34am	10:34am		47 KB										
Name ▲	Date Created	Date Modified	Modified By	Size																	
M2U1 Growth Measurement 12 Steps accessible texts.pdf	10:34am	10:34am		47 KB																	

[More info] [How do I upload a file to a course?](#)

## Replace an image

You can embed images in the Rich Content Editor. Image files can be uploaded from your computer or added using a URL.



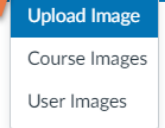
1. Open the Rich Content Editor by clicking the Edit button.

2. Select the image you want to replace.

3. Click the Image from the toolbar dropdown to select **(A) Upload Image** or **(B) Course Images**.

Edit View Insert Format Tools Table

12pt Paragraph B I U A [Color] [Background Color] [Image]



(A) Upload Image

You can upload images from your computer or URL.

Computer URL



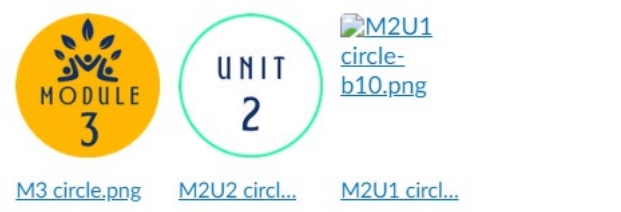
(B) Course Images

Choose an image to replace if you have it in your course file.

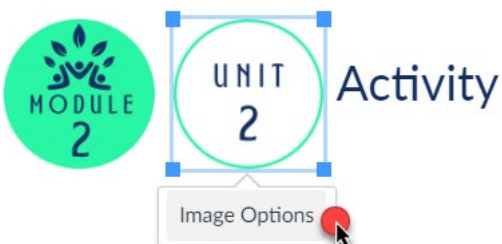
The image will be replaced with the same size.

### Add

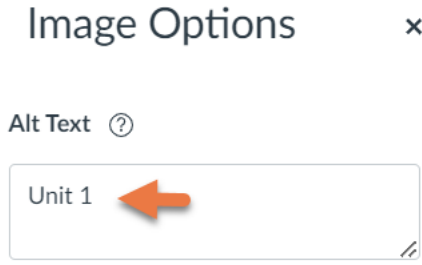
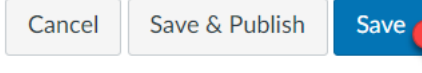
Course Files [Dropdown]  
Images [Dropdown] Date Added [Dropdown]  
Search [Input]  
Enter at least 3 characters to search



4. To change the alt text or the image size, open Image Options.



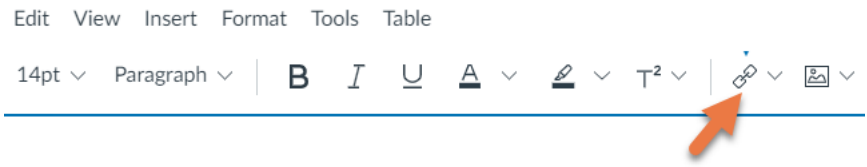


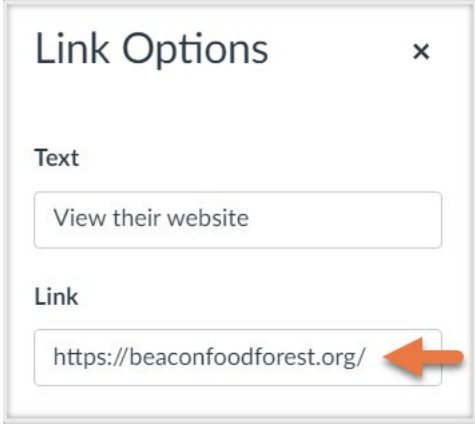
<p>5. In the Image Options sidebar, you can edit the Alt Text, display options, and dimension type.</p> <p>6. To save your changes, click the Done button.</p>	
<p>7. Save the change at the bottom of the page.</p>	

[More info] [How do I upload and embed an image?](#)

### Replace a website link.

After adding a hyperlink to external URLs, course content, or files in the Rich Content Editor, you can edit the link from the Link Options menu. You can also remove hyperlinks.

<p>1. Open the Rich Content Editor by clicking the Edit button.</p> <p>2. Select the text you want to link.</p> <p>3. Click the <b>Link</b> from the toolbar dropdown to select <b>Edit Link</b> or <b>Link Options</b>.</p>	 <p>“Volunteers turned a swath of grass into a vibrant, thriving ecosystem now provides fresh produce, uplifting beauty, pollinator habitat, helps climate change mitigation, stormwater filtration, educational opportunities and - perhaps most importantly - a community where everyone is here to be, participate, learn and t</p> <p><a href="#">View their website</a></p>
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<p>4. In the Link Options menu, you can edit the hyperlinked text in the <b>Text</b> field and the URL in the <b>Link</b> field.</p> <p>5. To save your changes, click the <b>Done</b> button.</p> <p><b>Note:</b> External hyperlinks automatically open in a new browser tab when clicked.</p>	
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6. Make sure to save the change at the bottom of the page.		





[More info] [How do I edit hyperlinks in the Rich Content Editor?](#)

### Change the syllabus content.

The course syllabus document (Syllabus-CommEng.pdf) is embedded. To change the content in the syllabus, you will find **the syllabus in Word** (Syllabus-CommEng-edit this.docx) in the Files Navigation > Syllabus. Download the Word file, edit it locally, and upload it as a PDF file. If you keep the same file name (Syllabus-CommEng.pdf), the new version will replace the old one, automatically returning the embedded file.

**Edit this Word file** 

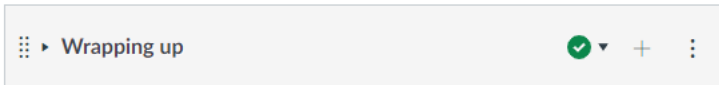
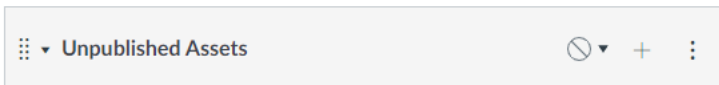
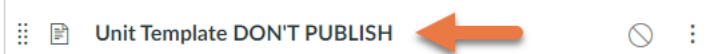
+ Folder Upload ⋮

Name ▲	Date Created	Date Modified	Modified By	Size	
 Syllabus-CommEng-edit this.docx	6:39pm	6:39pm	Ryoko Yamamoto	81 KB	
 Syllabus-CommEng.pdf	Aug 30, 2023	Aug 30, 2023	Ryoko Yamamoto	200 KB	

[More info] [How do I edit the syllabus in a course?](#)

### Page templates

A unit template from the Unpublished Assets module below the Wrapping up. You know they are unpublished and invisible to students by the color of the upper right button. (Published modules show green button)

1. Find the Unit Template.	
	
	



2. Find a sample layout, font family and size, image size, video size, etc., in the Unit Template.

## Unit Template DON'T PUBLISH

### Unit Template

This is a unit template that shows a sample layout of content pages.

---

Font Color: Navy Blue

Font size:

**Title: Lato 24pt Bold**

Subtitle: Lato 18pt

Body: Lato 14pt

Source: Lato 12pt

---

Use horizontal lines to separate topics.



The module image size is 100 x 100px

Canvas provides guides and tutorials on their website and community if you want to change other components. See [More Canvas Resources](#) below.

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## Add learners

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### (1) How to invite learners

Canvas generates a course invitation once the course is published. The learner/user must accept the course invitation to participate in the course. Until the user accepts the course invitation, the user's status will display as pending.

If you set the course start date, users are not sent a course invitation until the start date. So, select the course start date in Canvas earlier than the actual starting date.

[More info] [How do I add users to a course?](#)

### (2) The delivered course has enabled open enrollment. Your learners can self-enroll in the course once the administrator shares this URL: <https://canvas.instructure.com/enroll/> **(Change this to the copied course number)**. Alternatively, they can sign up



at <https://canvas.instructure.com/register> and use the following join code: (Change this to the copied course number)

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## More Canvas Resources

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Canvas provides a vast range of guides, aids, and FAQs. You can ask specific questions at the Canvas Question Forum, where community users help you solve the problem.

### **Canvas Basics Guide**

[Website page](#)

[Download PDF](#)

### **For LMS admin**

[Getting Started Tutorials for Admin](#)

[Admin videos](#)

### **For Instructor**

[Getting started flowchart](#)

[Canvas Instructor Guide](#)

[Instructor videos](#)

### **Question?**

[Ask at the Canvas Question Forum](#)



## Learning Data Analytic Recommendations

Learning analytics focuses on providing actionable information that can improve the course. You want to collect data that inform whether the course successfully solves the problem.

The gap analyzed between the problem and the solution for this course at the high level is planning skills for the long term. Combining Canvas's New Analytics tool and post-course survey can provide data to measure the gap.

The below are suggested learning analytics questions to review and investigate when you view and analyze collected data.

Suggested Questions	Data collection tools	Measurement	Kirkpatrick Level
Listed in the Post-course Survey	Post-course Survey in the last module	<b>Relevance and satisfaction</b> Measure if the learners have found the course relevant to their role, engaging, and useful.	Reaction
<b>Q1</b> <b>How do the page view and participation level correlate to self-assessment submissions?</b>	Canvas New Analytics Weekly Online Activity	<b>Engagement</b> Measure if learners have acquired the knowledge, skills, and confidence through the course.	Learning
<b>Q2</b> <b>How did learners apply their long-term planning skills outside of the course?</b>	Canvas New Analytics Course Grade from self-assessments (It asks if they applied the content to produce an outcome)	<b>Performance</b> Measure behavioral changes during the course or after the course (3-6 months later) and see if learners apply what they learned in the real-life scenario.	Behavior
<b>Q3</b> <b>How are learners utilizing the plan they created during the course?</b>	Post-course Survey after six months – by short poll survey	<b>Impact</b> Measure how the course contributed to the targeted organizational goal/KPI/ROI/productivity.	Results

### Canvas Analytics

Canvas's New Analytics is a learning analytics tool that allows you to filter and compare sections and individuals to cohort averages for all grade-based Canvas activities such as assignments, quizzes, and discussions. You can access New Analytics from the sidebar on Home.



- Home
- Modules
- Syllabus
- Quizzes
- Discussions
- Grades
- Assignments
- Files
- Pages



## Introduction

Welcome to the Community Engagement for Permaculture Food Forest Online Course!

- Import Existing Content
- Import from Commons
- Choose Home Page
- View Course Stream
- New Announcement
- New Analytics
- View Course Notifications

Analytics evaluate individual components of a course and assess student performance. Analytics takes a three-pronged approach to creating substantive data for Canvas users.

- **Justification** focuses on system reports and how the system is being used. How is Canvas being used? Has it been accessed?
- **Intervention** looks to predict at-risk learners and how to meet their needs. Participation in an early online discussion can be a predictor of learning success.
- **Learning** focuses on learning outcomes and the effectiveness of the course. Are the activities working? Are learners accessing pages? Are the learners doing the activities and submitting assessments? What is the time used between competent and non-competent learners?

### New Analytics' four main sections

1. Weekly Online Activity allows you (the admin or instructor) to see when learners view a page or participate in the course by date, submissions, and grades.
2. Submissions allow you to view if learners submit the assignment on time, late, or not. (Although the default of the original course doesn't ask learners to submit their assignments, they evaluate their effort by submitting the self-assessments that results in course grade.)
3. Course Grades use a box and whisker plot to show the distribution of grades in the course.
4. Students show the individual learner's page view, participation, assignments, and current score.

[More info] [What is New Analytics?](#)

### Kirkpatrick Model

The Kirkpatrick Evaluation Model is designed to measure the effectiveness of training objectively. The four levels are:

- 1) Reaction
- 2) Learning
- 3) Behavior
- 4) Results

By analyzing each level, you can gain insight into the effectiveness of the course and how to improve it. However, since the model was developed primarily for business training, it isn't practical in all



situations. Measuring the training effectiveness of levels 3 and 4 can be time-consuming and resource-intensive.

### Data Privacy

The Canvas LMS automatically collects certain information from learners when interacting with the course. Canvas Analytics allows you to gather information to track learner trends and site usage to improve the learner experience and optimize the course. [Canvas follows industry-standard security features and takes data privacy protection very seriously.](#) You also should view the learner's submission and data only for the course assessment and evaluation.

### Evaluation Timeline Recommendation

The course doesn't end at the time of launch. Since it requires continuing maintenance, monitoring, and ongoing evaluation, it's recommended to plan ahead a timeline for evaluations and revisions. Collected data will be useful for identifying trends and patterns.

Kirkpatrick Model	Reaction	Learning	Behavior	Results
After course launch	Monitor the Post-course Survey.			
Weekly		Monitor the Canvas New Analytics Weekly Online Activity and evaluate Q1.		
1 <sup>st</sup> month	<b>1<sup>st</sup> Revision</b>			
3 <sup>rd</sup> month			Monitor Canvas New Analytics Course Grade to evaluate Q2.	
	<b>2<sup>nd</sup> Revision</b>			
6 <sup>th</sup> month				Conduct 1st Post-course Poll to evaluate Q3.
	<b>3<sup>rd</sup> Revision</b>			
	Continue monitoring.			
12 <sup>th</sup> month	Conduct 2nd Post-course Poll and produce an annual report.			
Following years	Repeat the evaluation and revision cycle until the course sunset.			



## Course Design and Development

Waen Design Co. (WDC) serves clients through performance consultation, design and development of instructional and learning experience solutions, and project management.

For this course, WDC collaborated with clients and subject matter experts for learner and task analysis, design, and development of the Community Engagement Online Course modules in the Canvas LMS. If you have any questions or requests about the learning solutions, please contact [ryoko@waendesign.co](mailto:ryoko@waendesign.co)

### References

Instructure. (n.d.). Canvas Basics Guide. <https://community.canvaslms.com/t5/Canvas-Basics-Guide/tkb-p/basics>

Instructure. (n.d.). Instructor Guide. <https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor>

Kirkpatrick, J. D., & Kirkpatrick, W. (2015, September 4). Updating the Four Levels for the New World. ATD. <https://www.td.org/insights/updating-the-four-levels-for-the-new-world>