

## Canvas Instructure (MyMBU Learn) - The MBU LMS

### Preliminary information

Missouri Baptist University uses Canvas Instructure at its Learning Management System (LMS). The MBU LMS is also known as MyMBU Learn. Instructors are given a MBU network username and password shortly after they arrive at MBU. The user name and password will be used to access the MBU faculty portal, your MBU email, and MyMBU Learn. If you are unsure of your MBU network username (firstname.lastname) or your password, contact the IT helpdesk at 314-392-2377 or [helpdesk@mobap.edu](mailto:helpdesk@mobap.edu). Instructor passwords can be reset at <https://portal.mobap.edu/passwordhelpcenter/>

One way to access MyMBU Learn is through the MBU home page (<https://www.mobap.edu>) and the faculty portal (<https://mymbu.mobap.edu/>). To access MyMBU Learn from mobap.edu, go to the far upper right hand corner of the home page, click on “myMBU”, submit your username and password, and then click on “MyMBU Learn”.

### Basic Canvas Information

Canvas tutorials are made available to instructors at [https://community.canvaslms.com/docs/DOC-3891#jive\\_content\\_id\\_Instructors](https://community.canvaslms.com/docs/DOC-3891#jive_content_id_Instructors). A MBU instructor training module (Faculty Training Part 2) has also been made available and is accessible through Canvas ([MBU-FAC-TRN-WEB-MOD2](#)). If you would like some face to face assistance, a designated Education Technology (ET) Mentor within your division is available on the main campus to assist you (see list below). Guy Danhoff ([guy.danhoff@mobap.edu](mailto:guy.danhoff@mobap.edu)), the Associate Director for the Center for Distance Learning, is also on the main campus and would also be glad to meet with you.

### ET Mentors

- Business Division: Brenda Bradford 314-392-2339 or [brenda.brandford@mobap.edu](mailto:brenda.brandford@mobap.edu)
- Education Division: Alicia Noddings 314-485-8470 or [alicia.noddings@mobap.edu](mailto:alicia.noddings@mobap.edu)
- Fine Arts Division: Allin Means 314-744-7602 or [allin.means@mobap.edu](mailto:allin.means@mobap.edu)
- Humanities Division: Curtis McClain 314-392-2312 or [curtis.mcclain@mobap.edu](mailto:curtis.mcclain@mobap.edu)
- Natural Sciences: Dr. Alicia Pate 314-744-5334 or [alicia.pate@mobap.edu](mailto:alicia.pate@mobap.edu)
- Social and Behavioral Sciences: Jim Kellogg (314) 744-5389 or [james.kellogg@mobap.edu](mailto:james.kellogg@mobap.edu)

Two Canvas workshops are offered at the beginning of each semester, one on Friday for fulltime instructors and one on Saturday for adjuncts (all MBU instructors can attend either and are invited to both). Faculty wishing to attend the workshops are asked to email the Provost’s office so that a seat might be reserved. All Canvas workshops are streamed. If you can’t make the trip to campus you can view them remotely, either synchronously or asynchronously. Access to streaming videos produced by the CDL is made available at <http://www.ustream.tv/channel/cdl-bb-training>.

## Canvas Course Shell Preparation

All MBU course shells are made available to instructors 60 days in advance of the semester start date. Course design shells can be made available much sooner. Students will not have access to your course shells until the Friday before classes officially begin. Course materials from previous semesters can be added to your course shell upon request. Canvas tutorials, ET Mentors, and the Center for Distance Learning (CDL) will be available to help you if you wish to create your own course materials.

Once you have accessed your course shells, you should be ready to either (1) have materials copied from a previously offered section of the same course or (2) begin your preparations for the offering of a new online course. Those needing materials copied over from a previously offered course should contact Karana Phillips at [distancelearning@mobap.edu](mailto:distancelearning@mobap.edu). Please be sure to include (1) the name of the instructor(s) and (2) the course ID (number and title) for both the course you wish to copy materials from, and the course you wish materials copied to.

Instructors interested in offering an online class at MBU for the first time should implement that following procedures:

### Contemplation

1. **Course content** – Consider the appropriateness of the course for distance learning. Familiarize yourself with the content area and the minimum requirements for teaching online (see Step 2 below).
2. **Competencies** – Faculty must have obtained the requisite technical and instructional skills in advance of teaching a distance learning course.
  - a. **Technical** – familiar with the appropriate use of each of the tools in learning platform (i.e. Canvas) and Microsoft Office. Also will need competency in sending and receiving email; copying and pasting; file organization and word processing.
  - b. **Instructional** –Develop a plan for accommodating the learning styles of the students in the distance learning class you are proposing to teach. Be aware of how the tools in the learning platform (Canvas) might best be used to accommodate your students' needs.
3. **Resources** – Establish a resource bank. Check with the publisher of your textbook regarding online materials. Compile a list of online resources available through the MBU library system. Search the web for additional resources if appropriate.
4. Schedule a visit with your Division Chair and Division ET Mentor to discuss the possibility of teaching the class online.

## **Preparation**

In order to teach an online course successfully, much of the preparatory work must be done well in advance. Once permission has been granted by the Division chair, email the LMS Administrator ([distancelearning@mobap.edu](mailto:distancelearning@mobap.edu)) and ask for a developmental shell to be made available for the course.

- If you are going to be using worksheets in your class, it would be wise to have them made up and posted (probably only the most current will need to be visible).
- If timed quizzes will be made available, prepare the test bank before the beginning of the semester.
- If you would like to communicate the most basic precepts from week to week and wish to prepare a vignette for students to watch, you can tape several sessions at a time well in advance of your first class and load them on our Blackboard site
- Discussion board questions, chat rooms sessions, and group projects can all be loaded and ready for the students on the first day (again, you might want to not make the materials visible until closer to their due date).

By preparing well in advance, the course will be more organized and you will be better able to meet the more immediate needs of your students (questions concerning content area, course requirements, Canvas tools, grading, etc.)

## **Evaluation**

Students enrolled in online courses will be asked to evaluate their experience at the end of the semester. Faculty with courses that fail to meet the established CDL criteria will not receive compensation for course design until the course meets acceptable standards.