

INSTRUCTIONS FOR CREATING AND MANAGING INDEPENDENT STUDY COURSES ON CANVAS

Introduction

The following guidelines outline what is required from you when using Canvas. Please read this information carefully and follow the instructions to create courses for the subjects you teach.

What is Canvas?

Canvas is a reliable, web-based platform that enables institutions to manage digital learning, educators to create and deliver online learning materials, and assess student progress. It also allows students to actively participate in courses and receive feedback on their skill development and learning achievements.

Although Canvas is primarily a web-based platform, users can also access it on mobile devices through the **Canvas Teacher**, **Canvas Student**, and **Canvas Parent** apps.

Prerequisites

Before building your courses on Canvas, you must complete the *Growing With Canvas* course available on the Canvas platform. If you have not completed this course, please contact your manager for assistance.

You can also find a lot of instructional videos on how to use Canvas on this webpage:

<https://community.canvaslms.com/t5/Video-Guide/tkb-p/videos#instructor-videos>

What is a COA International Independent Study Course?

An independent study course allows students to learn at their own pace and schedule, without attending live lessons. These courses provide comprehensive materials and step-by-step instructions for studying each topic independently. While students progress through the course, they will have access to teacher support for marking end-of-topic assessments and receiving detailed feedback through Canvas. Additionally, students can book one-to-one lessons with tutors for personalised guidance, available at an extra cost. This flexible learning approach is ideal for students who prefer or require the ability to manage their learning independently while still benefiting from professional support.

Course Modules

A COA International Course on Canvas consists of **Modules**, which are further divided into **Module Steps** that clearly outline all **actions** and **materials** required for the course.

Module Actions are specific instructions directing students to perform tasks such as watching a video, completing an exercise, submitting an assignment, participating in a discussion, or reviewing feedback. Each action is clearly defined to guide students through their learning journey.

Module Materials refer to the reference resources for the course. These can include:

- Specific pages in the textbook to study, read, or analyse (e.g., looking at pictures or diagrams).
- Specific exercises in the workbook, with page numbers provided for clarity.
- Links to answer files for self-assessment or review.
- Additional resources, such as external articles, videos, or tools needed for the course.

Module Steps are digital sequences on Canvas that specify the exact order of tasks and materials to be studied or completed by a student. They ensure a structured approach by listing all course materials and actions in logical order.

The **Module Steps** serve as the programme that guides students step by step in completing the course. They are designed to ensure that all tasks are completed in the most logical and effective sequence for optimal learning outcomes.

Students are required to follow the **Module Steps** and complete exercises or drills in the exact order specified. Each step is a prerequisite for the next, meaning students must complete the current step before they can access or read the next one. **The module settings should be configured to ensure this, preventing students from skipping or rearranging tasks.** This structured progression ensures that the materials are organised in a sequence optimised for learning. Following the steps in order also instils discipline, helping students maintain focus and systematic progress.

Please click on the following link and review the example course to understand what the **Module Steps** look like and how they guide students through the course. The **Module Steps** can be found in the "**Modules**" section of the example course. The example course is available here: <https://coa.instructure.com/courses/521>

Tutor Responsibilities

Working "through the Module Steps" means completing the entire sequence of tasks – including theory, practical assignments, and drills – in the prescribed order.

Each course must have a tutor who is responsible for guiding students through the **Module Steps**, marking assignments and assessments, and addressing any challenges the students may face. Tutors should anticipate potential questions and be prepared to direct students to appropriate answers. Their role is to ensure students complete the **Module Steps** thoroughly and efficiently, minimising wasted time.

A tutor must set submission deadlines for the end-of-module assessments to ensure students complete the course within one academic year, or within two academic years for IGCSE or AS/A-Level courses. The tutor must also maintain constant communication with each student via Canvas chat messaging. This includes regularly checking their progress, asking if they need any help, and reminding them about upcoming submission deadlines ahead of time.

The ultimate goal of any course is to produce graduates who can effectively apply the material they have studied and succeed in the subject.

Specific Independent Study Course Design Requirements

1. The structure of the course is set by the headteacher. Please do not modify the current structure.
2. The course should guide students through the entire syllabus, with all instructions clearly laid out in an appropriate order for students to follow.
3. Primary and Lower Secondary students (Years 1 to 9) will have access to the course for one year. Upper Secondary and Advanced level students (Years 10 to 13) will have access to the course for two years.
4. **IMPORTANT:** Familiarise yourself with all the Modules in the [example course](#) before you begin creating your own course.
5. The following sections should not be modified:
 - Optional Individual Online Lessons with a Tutor
 - Meet the Team
 - How to Study This Course
 - How to Approach Your Assignments
6. **Courses without Textbooks (such as Art & Design):** Each Module should guide a student through each section of the syllabus, which can be downloaded from the Cambridge Support Hub. Each module should end with a Tutor Marked Assignment, which must be submitted to the tutor for marking and feedback. There must be no more than one Tutor Marked Assessment per Module.

7. **Courses with Textbooks:** Each course will focus on the Cambridge University Press Book and Workbook. Students must purchase these books before starting the course. Therefore, there is no need to add any screenshots from the book to Canvas. You can simply write instructions such as "read page 3" or "do exercise 5 on page 30," etc.

8. **IMPORTANT:** Each Module should guide a student through the chapter in the book. **Answers should be provided on Canvas for any exercises students are asked to do, so they can mark their own work.** There is no need to submit these to the tutor for marking. However, each module should end with a Tutor Marked Assignment, which must be submitted to the tutor for marking and feedback. **There must be no more than one Tutor Marked Assessment per Module.**

9. Each section should refer to a particular section in the students' Cambridge Coursebook and Workbook. **This is a crucial part of the course.** The rest of the resources in each section are optional; you should decide what to include as a subject specialist. For example, you can add videos (from YouTube or record your own), PowerPoint presentations, pictures, your own explanations, etc. Feel free to add any other resources you feel will benefit students' independent study.

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06/06/2023	Headteacher
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