

To: CPP Faculty

From: Marisela R. Chávez

Subject: Welcome Back! Spring CAFE Programs, Canvas Reminders, and More

Date: Wed, Jan 21, 2026

Dear faculty,

Welcome back! I hope you had a great break. CAFE's Winter Institute wrapped up last week and although the topics we covered as well as events in the nation and the world were very heavy, it was wonderful to be in a space where faculty had the opportunity to learn together and talk to one another about teaching and learning. I look forward to many more Winter Institutes and hope to see many of you there in the future.

This spring, CAFE is excited to host a six-part series called [Canvas in Practice: Strategies for Course Design and Student Success](#). We are planning additional programs and workshops so keep an eye out for more information.

Please get in touch if you have questions.

All the best,

Marisela

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## Teaching and Learning

- [Canvas in Practice: Strategies for Course Design and Student Success](#)

Join CAFE's Canvas in Practice series for short, friendly, and practical sessions designed to help you make the most of Canvas. Sessions will take place on Zoom on Tuesdays, 12 – 1 pm, from February through April.

- [Course Organization & Learning Outcomes, February 3, 12 – 1 pm](#)

- A well-organized Canvas course makes learning easier and more engaging. This workshop focuses on effective Canvas navigation and course organization using best practices for modules, navigation menus, and the syllabus, while highlighting the role of clear learning outcomes in guiding student learning.

- [Communications \(i.e., announcements and messaging\), February 17, 12 – 1 pm](#)
  - This workshop will cover Canvas communication tools like Announcements, Inbox, and Discussions. We'll share some tips, examples, and best practices for setting expectations, reducing confusion, and supporting student engagement.
- [Transparent Assignments & Assignment Collection, March 3, 12 – 1 pm](#)
  - Clear, transparent assignments help students focus on learning rather than guessing expectations. This workshop explores principles of transparent assignment design alongside practical guidance for setting up assignments in Canvas. Topics include writing clear assignment instructions, articulating purpose and criteria, and using Canvas tools to configure submission types and due dates.
- [Assignment Grading & Feedback \(Speedgrader\), March 17, 12 – 1 pm](#)
  - This workshop focuses on using Canvas SpeedGrader to streamline the grading process and provide learner feedback. Topics include navigating SpeedGrader, using rubrics and annotations, leaving typed, audio, or video feedback, and practical grading workflows.
- [Online Testing \(Quizzes\), April 7, 12 – 1 pm](#)
  - Design and deliver effective online quizzes. This workshop will cover quiz setup, question types, availability and accommodation settings, and best practices to support authentic student learning.
- [Calculating Final Grades, April 28, 12 – 1 pm](#)
  - This workshop will guide instructors through the final steps of posting grades in Canvas, including configuring Gradebook settings, choosing between points-based and weighted grading, managing missing and late submissions, incorporating extra credit, and addressing common grading issues.
- [Spring OCS Professional Development Courses – Registration is Open](#)

**Fall Session 1:** February 23 – March 15, 2026

**Fall Session 2:** March 23 – April 19, 2026

Courses Offered Include:

  - [Introduction to Teaching Online Using QLT](#)
  - [Advanced QLT Course in Teaching Online](#)
  - [AI Tools For Teaching & Learning \(For Faculty/Lecturers\)](#)

## Canvas Info, Reminders, and Support

- **YouTube and Kaltura:** You may have noticed that YouTube videos embedded in Canvas are now displaying ads. With Kaltura, you can embed YouTube videos in Canvas courses without ads. The first step is to [add the YouTube content to your Kaltura Media](#). You can then [use the Kaltura integration](#) to embed the video in Canvas.

- **Remember to Publish Your Courses:** Please make sure your Canvas courses are published. Students will not be able to see your Canvas content until the Course, Module, and content item are published. Additionally, the Instant Access Complete link must be enabled for your students to access their textbooks.
- **General Info:**
  - CAFE hours: Monday–Friday, 8 am–5 pm
  - Studio 6 phone: 909-869-3099
  - Canvas help: Email [canvas@cpp.edu](mailto:canvas@cpp.edu), call the number above, or submit a [Canvas Request Form](#)
  - For consultations on accessibility, instructional design, multimedia development, or learning technologies, visit [CAFE's Request Services Page](#)
  - Please note that CAFE and Studio 6 utilize IT's ticketing system. All responses to emails sent to [canvas@cpp.edu](mailto:canvas@cpp.edu) or [studio6@cpp.edu](mailto:studio6@cpp.edu), as well as any requests submitted using the forms linked above, will be sent from the CPP Service Desk

## Faculty Career Growth

- **SPICE and RSCA Grant Proposal Feedback**
  - [Lisa Kessler](#), CAFE Faculty Fellow, is available to provide feedback for SPICE and RSCA proposals. Please email Lisa directly by Friday, January 30<sup>th</sup> at noon to allow time for review before they are due.