**Course Guiding Document**

# Introduction

# Title of Course Here

This online self-study course presents……………………………………………………………………………………

The course takes approximately [#] hours to complete and consists of [#] modules:

1. Module 1
2. Module 2
3. Module 3

This *Course Guiding Document* introduces you to the course content, structure, navigation and completion requirements, and includes acknowledgements for individuals and resources that made contributions to the course development or content.

# Mode of Delivery Discuss mode of delivery here (synchronous or asynchronous)

# Pace of Online Activities This course is divided into weekly modules that are released one week ahead of time. Participants are expected to keep pace with weekly deadlines but may schedule their efforts freely within that time frame.

## Instructor

Name of instructor and brief bio go here.

# Objectives & Competencies

Upon completion of this course, participants will be able to:

* Objective 1
* Objective 2
* Objective 3

# Instructional Content

Each course module consists of recorded presentations, participant materials and printable slides. The training content is listed by modules in the order that it should be viewed/completed.

Participants will be expected to complete the following tasks (tasks are listed in the order they should be completed):

* View all online recorded modules
* Complete the final quiz
* Submit the evaluation

# Technology Requirements

While the course is delivered in an online format, no additional prerequisite knowledge or specialized computer skills are needed to view the modules, except for the basic skills of navigating the learning management system and module navigation detailed in the [Canvas Orientation: A Guide for First Time UsersLinks to an external site.](https://osupublichealth.catalog.instructure.com/courses/co101) course.

To view instructional content you will need to have the following free plug-ins installed on your computer available from [http://www.adobe.com/downloads/ (Links to an external site.)](http://www.adobe.com/downloads/).

A high speed internet connection is also strongly recommended. Note that the time it takes to open/view/download files will vary based on bandwidth.

Completion/Certificate Requirements

The completion of all online recorded modules and associated quick checks, a cumulative quiz, and submission of the course evaluation are required to complete this course and to receive continuing education credit and/or a certificate of completion. Once you have completed all requirements, you will receive an e-mail from Canvas Catalog with the certificate.

**Quiz**

Example language: Upon completion of the modules, you can click on “Quizzes”, on the navigation bar, and take the “Final Quiz”. You must receive [passing percentage] to receive a certificate of completion.

**Evaluation**

Example Language: The evaluation can be found in the last module of the course. Please complete and be sure to click submit to receive your certificate.

**Certificate**

Example language: If you are working toward earning a certificate, please make sure you have viewed all the modules, completed any associated quizzes and the course evaluation. Once you have done so, the certificate will be e-mailed to you. If you did not receive your certificate via e-mail upon completion of all course requirements, please contact [insert email here].

# Questions

Contact [email] or [xxx-xxx-xxxx].

## CANVAS RESOURCES

### Getting Started

* [Canvas Overview](https://scarlet.instructure.com/courses/241/pages/canvas-overview)
* [Which browsers does Canvas support? (Links to an external site.)](https://canvas.screenstepslive.com/s/2204/m/4214/l/41056-which-browsers-does-canvas-support)
* [Accessibility Statement](https://scarlet.instructure.com/courses/241/pages/accessibility-statement)

### Personalizing Canvas

* [Update your profile: Your identity and contact information](https://scarlet.instructure.com/courses/241/pages/update-your-profile-your-identity-and-contact-information)
* [Choose how you want to be notified of changes in your courses](https://scarlet.instructure.com/courses/241/pages/choose-how-you-want-to-be-notified-of-changes-in-your-courses)
* [Manage your personal files: Your personal storage in Canvas](https://scarlet.instructure.com/courses/241/pages/manage-your-personal-files-your-personal-storage-in-canvas)
* [Additional Canvas Guides for Students](https://scarlet.instructure.com/courses/241/pages/additional-canvas-guides-for-students)

### Getting Around In Your Course

* [Communicate with your instructor and peers](https://scarlet.instructure.com/courses/241/pages/communicate-with-your-instructor-and-peers)
* [Discussions: Viewing, editing, and replying](https://scarlet.instructure.com/courses/241/pages/discussions-viewing-editing-and-replying)
* [Keep track of your assignment due dates](https://scarlet.instructure.com/courses/241/pages/keep-track-of-your-assignment-due-dates)
* [Submit your assignments: Quizzes, graded discussions, and online submissions](https://scarlet.instructure.com/courses/241/pages/submit-your-assignments-quizzes-graded-discussions-and-online-submissions)
* [Quizzes: What you need to know](https://scarlet.instructure.com/courses/241/pages/quizzes-what-you-need-to-know)
* [Submit peer reviews: Giving feedback to your classmates](https://scarlet.instructure.com/courses/241/pages/submit-peer-reviews-giving-feedback-to-your-classmates)
* [Participate in a Group: Share files, hold video conferences, or work on writing assignments](https://scarlet.instructure.com/courses/241/pages/participate-in-a-group-share-files-hold-video-conferences-or-work-on-writing-assignments)

### Using Canvas on Your Mobile Device

* [Canvas app on iOS deviceLinks to an external site.](https://guides.instructure.com/m/18561/l/185382-how-do-i-use-the-canvas-app-on-my-ios-device)
* [Canvas app for AndroidLinks to an external site.](https://guides.instructure.com/m/18555)

### Getting Help

* [Reporting a problem](https://scarlet.instructure.com/courses/241/pages/reporting-a-problem)
* [Search Help Guides](https://scarlet.instructure.com/courses/241/pages/search-help-guides)
* [Additional Canvas Guides for Students](https://scarlet.instructure.com/courses/241/pages/additional-canvas-guides-for-students)