COLI Guides, Tutorials, & Documentation

COLI makes available a variety of online tutorial and documentation resources for students, faculty and staff. These enable Canisius users to pick up skills or learn about new applications on their own schedule. Often, we provide links that make finding documentation for a particular web-based resource easy to find, but occasionally we make our own tutorials, training videos, and documentation as the need arises. Many of these resources supplement workshops and consultations, and others serve specific programs or groups of users. Existing resources are periodically updated, new ones are periodically added, and occasionally you may see one that’s in the process of creation. If you are interested in having us create a resource for you and others on a particular topic, please let us know coli@canisius.edu.

These wiki pages, as with any other in our wiki, are each bookmarkable in your browser.

Popular Documentation & Resources

COLI Documentation

The COLI Calendar: Workshops & Other Events
  • Training Supplement: Basics in Excel and Google Sheets

New Students & Faculty
  • Guide for New Faculty
    • Presentation Page
  • Guide for New Students

Video Creation & Hosting
  • Mobile Photography and Video
  • Screencasting
  • Student Video Documentary Assignment
  • Video Tools & Tutorials - For Students
  • WeVideo for Making Video

Digital Scholarship Resources
  • Digital Humanities
  • Resources for many fields
Surveys, Forms, and Data-Gathering Projects
  - Online Surveys, Forms, Quizzes, and Exams
  - Stock Buttons for Surveys and Forms
  - Data-Gathering Project Plan

Entering Final Grades at the End of the Semester

On Campus Event Planning Checklist

Online & Hybrid Teaching Resources
  - Teaching an Online or Hybrid Course: Getting Started
  - Online Faculty Development Course
  - Online Teaching - References
  - Students: Readiness for Online Learning
    - Online and Hybrid Courses: Self Assessment
    - Resources for Learning Online
    - Practices for Learning Online
    - Additional Resources for Online Students
    - Guidelines, Policies, and Procedures
    - Typical Online Course
    - Online Student Examen
    - Interaction Online
  - Procedures for Online
    - ID Cards for Online Students
    - Procedure for Working with ESL/Second Language Learners Online Students

Preparedness for Academic Continuity
  - Communicating Online
    - For Instructors
    - For Students
    - Help & Support
    - Preparedness Quiz

Online Exams and Quizzes
  - Essay Questions
  - Multiple Choice Questions

Social Media
  - Blogs@Canisius
    - Blogs@Canisius Recipes (work in progress)
    - The Dome Recipe
    - Blogs@Canisius Terms of Use
    - Canisius Examples
    - Credly, BadgeOS, LearnDash and PayPal Integration
    - Getting Started with Blogs/Divi
    - Griff Parent
    - Integrating Mailchimp with Wordpress for Newsletters
    - Newsletter Planning 2018
    - Newsletter Tracking Page
    - Redirect personal web page to Blog page
    - Sign up for a Blog
    - Submit a Post Plug-In (Blogs@Canisius)
    - The Dome
    - Today@Canisius
  - Getting Started with Social Media
    - Register for a New Generic Canisius Email Account for Social Media
  - Getting Started with your Facebook Page
  - Managing your Accounts
  - Social Media Explained
  - Social Media TuneUp: Managing Your Personal and Professional Identity on Social Media
  - Social Strategies

Sample Web-Based Project Plan

Students - Convert Your File to .docx
Students - PowerPoint Assignments

Conference, Meetup, & Speaking Engagement Resources
- Administrative Tasks I: Doodle, 10to8, & Google Drive - CIC 2017
- Administrative Tasks II: Confluence, WordPress, & Newsletters - CIC 2017
- Niagara 2017: Basic Digital Video Creation for Teaching and Learning
- Student Videos: Teaching the Mechanics (Keystone Digital Humanities Conference 2016)
  - QR Code for Digital Video For Teaching & Learning: An Introduction

Video Gaming Home
- Educational Games
- Global Game Jam 2015

Wiki - Building & Editing in Confluence
- Notes on Wiki Style

COLI/Griff Center Pop-Up Tech
COLI Guide: Basic Course Design
Practical Tech Tips for Student Writing
Great Tips for Teaching Faculty
Guide for Virtual Presentations

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