August 2021 Newsletter

2021-2022 Distance Education Team

Distance Education Co-Coordinators

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- Provide training, leadership, and guidance for College of Alameda's distance education faculty and courses.
- Represent the college on local and District Distance Education Committees, the statewide Distance Education Coordinator Organization (DECO), and CVC Consortium.

Instructional Design Coaches

- Provide one-on-one online course design and Canvas assistance to faculty. Contact a coach at the email addresses listed below for assistance.

Stefanie Ulrey
English Faculty
sulrey@peralta.edu

Nora Mitchell
ESOL Faculty
hmitchell@peralta.edu

Rich Kaeser
Math Faculty
rkaeser@peralta.edu

Course Prep Tips

Equity & Accessibility

Do a quick run through of the CVC-OEI Course Design Rubric and Peralta Equity Rubric for effective practices in online course design.

- What are equity and culturally responsive teaching?
- What is universal design for learning (UDL) and accessibility?

Establish Early Student Contact

Early communication with students sets the stage for positive student-instructor interaction. A welcome email or letter is a simple way to connect with students before the course begins. Another option is to publish all or portions of your course *before* the first day of class so students can get familiar with you and the course.

- How do I write a welcome letter?
- How do I publish a course?

Verify Start & End Dates

By default, students see courses in a read-only format *before* the first official day of class. This means students cannot submit assignments, post discussions, upload files, or take part in any action-based tasks other than read content before the first official day of the class. However, as an instructor, you may need to alter the participation start or end date to suit your instructional needs.

- How do I change the start and end dates for a course?

Customize Navigation Links

Hide Course Navigation links you don't use to provide a cleaner course interface.

- How do I manage Course Navigation links?

Setup Automatic Grading Policies

Are you tired of manually entering zeros in the gradebook for missing assignments every week? Do you want Canvas to use your grading scheme to automatically deduct points for late submissions?

- How do I apply a Missing Submission policy in the Gradebook?
- How do I apply a Late Submission policy in the Gradebook?

Visit the Peralta Faculty Resources Canvas Shell (FRCS) for more support.

Need Help?

Online Help

- Visit and bookmark Peralta's newly updated [Faculty Resource Canvas Shell (FRCS)](#).
- Visit and bookmark College of Alameda's [Distance Education Faculty Resources](#) website.
- Browse the [Canvas Instructor Guides](#).
- Watch the [Canvas Video Guides](#).
- Keep up with recent and upcoming Canvas changes on the [Canvas Releases page](#).
- Check out the [Online Network of Educators](#) (also known as @ONE) for professional development courses and resources.

Live One-On-One Help

- Call Canvas support 24 hours a day, 7 days a week at (844) 592-2199.
- Email an instructional coach to setup an appointment via Zoom:
    - **Stefanie Ulrey:** sulrey@peralta.edu
    - **Nora Mitchell:** hmitchell@peralta.edu or schedule directly https://calendly.com/noramitchell/coaching
    - **Rich Kaeser:** rkaeser@peralta.edu

Connect This Fall

Community of Practice

Join your Distance Education colleagues in a monthly community of practice session. The goal is to create space for faculty to collaborate regularly, share distance education practices, and advance individual and college goals. All faculty welcome!

- WHEN: **1st Wednesdays from 12:30PM - 1:30PM.** Fall dates are:
  - Wed 9/1
  - Wed 10/6
  - Wed 11/3
  - Wed 12/1
- WHERE: https://cccconfer.zoom.us/my/distance.education

New!

Distance Education Committee

The Distance Education Committee is charged with reviewing and recommending policies, procedures, and practices to achieve academic excellence and success for online students. Learn more on the DE Committee website.

- WHEN: **3rd Wednesdays from 12:30PM - 1:30PM.** Fall dates are:
  - Wed 9/15
  - Wed 10/20
  - Wed 11/17
  - Wed 12/15
- WHERE: https://cccconfer.zoom.us/my/distance.education

Monthly Newsletter

We publish a monthly newsletter with distance education announcements and updates.

- WHEN: **2nd Mondays**
- WHERE: Emailed to the All-COA email list and posted to the Newsletters webpage.