



The Quality Online Teaching and Learning (QOTL) Work Group is divided into five units. Each unit is structured such that faculty will complete one unit every week. The estimated time to complete the QOTL Work Group is 25 hours. There will be a group of faculty working through the training together in a cohort and some activities require collaboration, so keeping the group in sync will be ideal.

**Facilitator:** Allison Hughes

**Contact Information for Allison:**

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- Email: [hughesa@smccd.edu](mailto:hughesa@smccd.edu)
- Phone: 650-306-3213

## Course Description

This training certificate program will prepare you to expertly use Canvas to bring quality distance education, hybrid and face-to-face classes to your students. Over the next few weeks through these units, we will learn about the OEI Course Design Rubric, Accessibility, and Regular Effective Contact while building or augmenting a course that you plan to teach in the future. This interface will also mirror your students' experience in many ways as a means for you to consider and obtain a varied perspective between teacher and learner.

This is the **ninth** offering of the Cañada Quality Online Teaching & Learning (QOTL) Work Group, but we will continue to collect your feedback on the units you like and the areas of the course you think can be improved in this training. We look forward to hearing from you about how this training goes for you.

## Learning Outcomes

At the conclusion of the QOTL Work Group, you'll be able to:

1. Design an accessible online or hybrid course in Canvas while applying the [OEI Course Design Rubric](#).
2. Assess new or existing course materials for accessibility and revise as needed.
3. Construct a course that meets the needs of online or hybrid students, specifically in the area of Regular Effective Contact.

# Facilitator Communication Policy

I will respond to your questions within one working day. However, messages and communication received over the weekend will be addressed the following Monday.

## Virtual Office Hours

Virtual Office Hours will be held weekly via Zoom. You can find the links to the office hour sessions in the course calendar and by clicking on Zoom in the left Navigation of the course. Office Hours are a drop-in opportunity for anyone to get their questions answered, or get help with their coursework.

### ***Spring 2020 Virtual Office Hour Meetings***

- Thursday 2/13/20 11am-12:30pm
- Thursday 2/20/20 11am-12:30pm
- Thursday 2/27/20 11am-12:30pm
- Thursday 2/13/20 11am-12:30pm
- Thursday 3/12/20 11am-12:30pm
- Thursday 3/19/20 11am-12:30pm
- Thursday 3/26/20 11am-12:30pm
- Thursday 4/9/20 11am-12:30pm

## Q&A Forum

Please post general questions in the 'Questions or Comments About Unit X?' discussion forums that are available at the end of each unit. Please keep in mind that posts & replies in this forum are visible to the entire class.

## Conversations (Inbox)

If you have a personal question, please contact us using the Conversations tool within Canvas. You can access conversations via the Inbox button on the left side.

## Email

Allison: [hughesa@smccd.edu](mailto:hughesa@smccd.edu)

Email is the fastest way to get a response. We prefer that you use the Conversations tool in Canvas versus emailing directly as sometimes student emails get filtered out as spam. This also allows you to see how your students will be emailing you from within Canvas!

## Phone

Allison: 650-306-3213

You may also call, but the preferred method for communication, as mentioned previously, is the Conversations (Inbox) tool in Canvas.

# Accommodations

If you require any special accommodations for this class, please contact us as soon as possible.

## Time Commitment & Recommended Skills

Depending on your level of expertise, this class will take approximately 25 hours to complete. Your time commitment will vary based upon your own level of experience with Canvas and with technology.

Although this class is designed for novice Canvas users you should have the following:

- Basic computer skills (word processing, e-mail, file management)
- Basic internet skills (use of browser, searches, uploading/downloading files)
- Familiarity with discussion boards
- An open mind and willingness to try new things

## Technical Requirements

- Fairly recent Mac or PC (not more than three years old) with a current operating system.
- Current browser (Firefox or Chrome are preferable)
- Internet connection, preferably broadband -- for viewing online videos

## Course Content

### Weekly Outline

The course is divided into five units. Each unit will appear in the Modules section of the course. To get started each week, watch the Unit Overview video and closely review the Overview page, which lists the learning objectives and required assignments for the unit.

### Announcements

This class will be featuring weekly announcements at the start of each of the course. Announcements will summarize any upcoming due dates and reminders for the course. I recommend including Announcements in your notifications preferences to ensure you receive all of the important course information each week.

### Discussions & Collaborations

Each of the five units will provide you with opportunities to interact with your peers online, in addition prompts to guide you in creating content for your own online class. Each discussion includes clear criteria for your required post and replies, including due dates and a grading rubric.

### Assessment & Grading

This course has been designed as an active learning environment to ensure you leave the course feeling confident about your new skills and abilities. Throughout the course, you will be

introduced, unit-by-unit, to the ways that you can teach with Canvas. Each assessment will be scored based on the provided rubric. We don't want you to worry about grades, but we want you to experience the LMS from the student side, so we are using a simple Complete/Incomplete scheme for all assignments. The two major components of the course are discussions, worth 10 pts each, and Hands-on activities, worth 20 point each. To access your 'grades', click on Grades on the left navigation menu of the course. Feedback will be given on all work by the end of the following week of the course.

## Ground Rules & Tips for Success

- While the pacing of the course and assignment due dates are flexible, make an effort to visit the course and complete activities regularly. Your peer partners will be relying on you to complete some of their assignments.
- If this is your first online learning experience, expect to invest extra time to orient yourself to the course design and tools.
- Block out time in your schedule to do the work.
- Consider yourself a member of a community.
- Treat contributions made by other members of the class with respect.
- Contribute regularly to group dialogue, including discussion posts. The contributions of each individual play a role in the collective strength and diversity of our community.
- Check in on class discussions regularly, if not daily.
- Have patience and a sense of humor with technology.
- Keep an open mind.
- Ask for help when you need it, and assist others when possible.
- Read this guide, and any other course material, carefully and ask for clarification when needed.

## Deliverables

In order to receive a certificate of completion participants must:

Final Assignment Component	Deadline
Complete all of the course content, activities, and discussions successfully.	DUE: 3/16/20
Complete the QOTL Work Group Exit Survey	DUE: 4/17/20
Develop at least 80% of one hybrid/online course in Canvas. <i>Course will then be evaluated for alignment with the OEI Course Design Rubric.</i>	DUE: 4/17/20