![Cañada College]

Faculty Checklist for Successful Online Teaching

Successful online teaching requires following a number of state/federal policies around student contact and attendance that are different for online/hybrid classes compared to face-to-face classes.

Please initial each of the following statements and sign at the bottom, so that we can document that each faculty member accepting an assignment to teach an online or hybrid course is knowledgeable about these rules and requirements. At any time, if you need additional support, please contact Cañada's Faculty Distance Education Coordinator, Instructional Technologist, or the Dean of Academic Support & Learning Technologies.

_____ 1) Faculty teaching online classes must have regular access to a reliable internet connection and possess the necessary training in online pedagogy and use of Canvas, either through Cañada's Quality Online Teaching & Learning (QOTL) Training, on-campus activities, @One, or another approved or accredited program.

_____ 2) Faculty are responsible for the same course administrative functions as those teaching in a traditional classroom, including following the course outline of record (COR), choosing books and curriculum, verifying course rosters, adding students, and entering grades. Faculty are responsible for creating and loading syllabi, assignments, exams/quizzes and calendars into their Canvas course shell.

_____ 3) SMCCCD requires that faculty use their smccd.edu email account as the primary contact for students and to ensure student authentication, faculty are required to use the district provided Canvas shell as the only entry to their online course environment.

_____ 4) Faculty should *never* give out their Canvas log-in information (user name and password) to anyone. This specifically includes technology support for third party and/or publisher course materials and add-ons. District-provided Canvas support will not ask for this information.

_____ 5) Should a faculty member be interested in integrating publisher content into their Canvas course, they should first review the SMCCCD Canvas Approved App List, and then contact Cañada's Instructional Technologist to determine whether this publisher's materials have been reviewed and approved for use.

_____ 6) The U.S. Department of Education requires that regular and effective instructor-to-student and student-to-student contact take place in all online and hybrid courses. Faculty are responsible for organizing their online courses to meet this requirement.

_____ 7) Federal guidelines aimed to protect institutions from financial aid fraud require instructors to drop students based on whether they are actively completing course activities, such as assignments, assessments, posting on discussion forums, etc. – and not just "logging in." Participation (and instructor-initiated drop) policies must be clarified in the syllabus.

_____ 8) To ensure equal access for all students, faculty are responsible for ensuring that their online courses meet the requirements for accessibility. For example, videos should be captioned, images should include descriptions (alternate text) and documents should be structured with appropriate headings. For more information, please review Section 508 of the COR DE Supplement and Section D of the OEI Course Design Rubric.

_____ 9) For accreditation and faculty evaluation, evaluators must be allowed guest entry into an online course. For more information, please refer to the AFT 1493 website.

Instructor Signature		Date		CRN(s)	