

Instructional Technology & Design Newsletter

Important Updates

Spring 2025 Course Shells Are Available – Resources for Course Prep

Tips for Starting to Prep Your Courses

- [Organize your dashboard](#) (change course card colors, reorder, nickname and move course cards) to make it easier to find your current and future courses.
- Before importing your content, or making any edits in your Fall shells, **cross-list your shells (if needed)**. [Canvas Cross-Listing Guide](#) or Request Cross-Listing from Lindsey Irizarry at irizarryl@smccd.edu.
- [Import your current courses](#) and consider [removing or shifting all your course dates in the process](#). Remember you can also [bulk update assignment due and availability dates](#).

Course Clean Up Guide

Many of us are teaching courses that we've taught many times in the past. The content in these courses has been copied forward each semester, and we're often copying everything and working around the duplicates, and items that we don't use anymore, because we don't want to lose them. The [Course Clean Up Guide](#) walks us through how to clean up our content to make it easier for us and our students to navigate our courses, without losing any of our past course content that we need again in the future. Consider cleaning up your course after you've imported your content before you start on your updates.

Consider a Course Equity Audit

As you start to think about the updates and improvements you want to make to your Fall courses, consider performing a quick [Equity Audit](#) for ideas on how you can make your course more accessible, inclusive and reflective of your students. Allison presented the idea of a Course Equity Audit Checklist the August 2023 Flex Day and this tool is a blend of a few online course design recommendations that you can use as a guide for checking your whole course for opportunities for additional clarity, access and inclusivity.

Update Your [Course Welcome Packet](#)

Many of these elements are included in our [Getting Started module template](#), so you can import that template if you'd like a place to start with a new welcome packet, or some help with updates to your current welcome packet elements.

Syllabus Guide

The [Syllabus Guide](#) offers an outline of the (1) best practices for making your syllabi equitable, (2) required elements that need to make up your syllabi, and (3) accessibility formatting guidelines to make your syllabus accessible. Consider using the guide to make sure your syllabi support and welcome your students to your course as much as possible.

Consider Incorporating Pronto into Your Courses

We had a great workshop at the end of Spring looking at how to use Pronto to engage with students online and how to incorporate it into our courses. To learn more about Pronto, you can watch [the recording of the workshop](#), review the [Getting Started with Pronto Guide](#), and explore [additional resources](#) for incorporating Pronto into your courses.

Cañada Local POCR Website is LIVE!

Since becoming a certified Local POCR campus in 2022/23, Cañada's POCR team continues to work tirelessly, ensuring that our online courses meet the highest quality standards, are accessible, and continue to close various equity gaps. To date, Cañada has reviewed and aligned 10+ courses that received the prestigious title "Quality Reviewed" and were submitted to the California Virtual Campus (CVC).

We are currently looking for course candidates for our Spring 2025 Local POCR cohort!

If teaching online, please take a few minutes to look at our brand new [POCR Website](#). Testimonials alone might convince you to participate! And sending your online course through the Local POCR process now counts as online teaching recertification (recommended every three years). Additional questions? Please contact DE Coordinator & Cañada POCR Lead Nada Nekrep (nekrepn@smccd.edu).

Technology Resources Canvas Announcement Template

The Technology Committee put together an [Announcement Template](#) that outlines all of the ways students can buy, rent and get support with the technology they need for their coursework. You might consider sending it out early in the semester to address any technology issues students have at the start of the semester.

Textbook Adoptions for OER/ZTC Materials

As you plan your textbook adoptions for the Spring, if you're thinking about adopting any OER/ZTC materials, you might review Sarah Harmon's 10-minute video that talks about [textbook adoptions and OER/ZTC materials](#). It's recommended that faculty submit a [Textbook Request Form](#) by **November 15th**. The Textbook Affordability Committee would like to continue to update our collection of hardcopy textbook and course reserve materials collaboratively to support our students and their diverse learning needs. Please keep in mind that although our budget is limited, we will do our best to fulfill all requests. If you'd like more information, please visit the [library website's Textbook tab](#).

Review Recent Canvas Updates

Lindsey and I hosted a session on Flex Day going over the [recent updates in Canvas, the Good, the Bad and the Ugly](#). If you want to see an overview of the recent Canvas updates, I encourage you to review the recording of that session, if you weren't able to join us on Flex Day. Here are also some

- [Speedgrader Comments Updates](#)
- [Discussions and Announcements Updates](#)
- [Assigning Modules and Pages](#)
- [Annotation Assignment Type](#)

Upcoming Training

New Training Course Now Available! – QOTL, The Essentials (QOTL-E)

QOTL-E is a self-paced supplementary resource to teaching with the Canvas LMS across modalities in the San Mateo County Community College District. This resource will better prepare faculty for completion of our online teaching certification sequence, Quality Online Teaching and Learning (QOTL). QOTL-E might be a good fit for you if:

- you're new to teaching with the Canvas LMS,
- you'd like a refresher on some of the most essential parts of teaching with Canvas,
- you'd like to start getting up to speed while you wait for the next QOTL 1 cohort to start.

For more information on QOTL-E and how to sign up, please visit the [QOTL Offerings website](#).

Spring QOTL 1 & 2 Cohorts

Below are our QOTL 1 and 2 cohorts for the Spring. If you're interested in completing QOTL this year, please email Nada Nekrep, our Online Instruction Coordinator at nekrepn@smccd.edu.

- QOTL 1: 4/17 – 5/19
- QOTL 2: 2/18 – 3/26

Conversation with Colleagues – Using Pronto to Level Up Communication and Student Engagement

- November 20 (2-3 pm) In Person (9-154) and via Zoom (<https://smccd.zoom.us/j/82210137046>)
- Facilitated By: Lindsey Irizarry & Allison Hughes
- Description: Do you want to provide your students with a space for effective peer-to-peer interaction and learning in your classes? Having trouble reaching students with your current communication method? Meet your students where they're at! Join this session to learn more about Pronto, Cañada College's communication platform fully integrated with Canvas. We will focus on the basics and how to take engagement and student success to the next level. You will be able to access Pronto in both Canvas and the mobile app and have an understanding of how Pronto is set up, along with best practices for getting started!

CVC-OEI Webinar Series on Teaching with AI

CVC-OEI is offering a webinar series on a few different aspects of teaching with AI. You can sign up for upcoming webinars on their [Events page](#), and you can also watch the recordings of past webinars on their [YouTube channel](#). They've already had two great sessions, that we'd recommend watching the recordings of:

- [Humanizing in the AI Era](#)
- [Introduction to Teaching & Thinking with AI](#)

Reminders

Instructional Technology & Design One-Stop Office Hours

Allison, Lindsey and Nada will be continuing to hold drop-in office hours on Tuesdays from 11am-12pm on Zoom (<https://smccd.zoom.us/j/87059093578>). We'll all be available for help so you can get all your instructional design, technology, POOR and DE Addenda questions answered at one time.

Teaching Online in Spring 2025?

All faculty teaching synchronous or asynchronous (but not hybrid) courses will need to align their Regular Substantive Interaction (RSI) to a new RSI Rubric. This is a critical step in the ACCJC Accreditation Process that Cañada is currently in.

What can you do now to get ready?

- Learn more about the process at the next [Cañada Academic Senate Meeting](#) on November 14, 2024.
- Pay attention to your mailbox. In early December, you will receive an invitation to attend a special Cañada Flex Day session on January 10, 2025. You will learn everything you need to know about the RSI alignment for your online courses.
- Review a wonderful presentation on the topic from October Flex Day: [How to Put the ACTION in Your Online Course InterACTION](#) (Translating RSI Standards)

Additional questions? Please contact DE coordinator Nada Nekrep (nekrepn@smccd.edu).

Your timely action will make a difference! It will directly contribute to Cañada accreditation success and, ultimately, to student success.

SMCCCD Instructional Design Microcourses

Our SMCCCD Instructional Designers have built a series of microcourses that can be completed in about two hours. Upon completion of each course and submission of the course deliverable you will receive a badge of completion. To complete a microcourse:

1. Self-enroll in the course(s) you're interested in. You can enroll in one or more microcourses.
 - [Instructor Feedback](#)
 - [Reimagining the Syllabus](#)
 - [Ungrading](#)
 - [The Easy Button – Recording with Zoom and Panopto](#)
 - [Copyright in Education](#)
 - [Revamping Your Course Introduction Video](#)
 - [Path to ZTC](#)
 - [Accessibility Basics with PopeTech](#)
2. Complete the course deliverable to obtain your badge.
3. Fill out the short [microcourse feedback survey](#).