Instructional Technology Newsletter

Important Updates

Office Hours for 2022

I'll be holding office hours from 2pm-3pm on *Tuesdays* this semester in my same Personal Meeting Room via Zoom. If you don't have that Zoom link handy, email me at hughesa@smccd.edu. I'll be holding office hours through 5/10.

Early Alerts Are Now in Canvas!

Instructional Faculty can submit an Early Alert for a student in Canvas and have them receive a follow-up to provide strategies and resources to help them succeed in college. For more information on how to send an early alert in Canvas and what Early Alerts are, please visit the SMCCCD Early Alert Program page.

Online Attendance Now Available in New Analytics

Canvas has added an Online Attendance report in New Analytics, where you can see based on certain criteria whether a student has "attended" your Canvas course each day. A student will appear as 'attended' if they do ANY of the following: view a page in your course, posts in a discussion, submits an assignment, or takes a quiz. This can be a helpful way to see which of your students might need extra encouragement, or even an Early Alert.

Neatboard and Multi-Modal Teaching Room Guides

I wanted to share with you the Neatboard Guide and Multi-Modal Teaching Room Guide. These should help you to get started teaching in one of our newly technology-enhanced classrooms on campus if you need them. I'm sharing them as Google Docs because things are sure to change and get updated, so these versions will always be the most up-to-date. If you have any questions about multi-modal teaching, or would like a walk though of the either of these set ups, please let me know.

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Reminders

Start-of-Semester Time Savers

- **Clear Out Your Dashboard**
  - o Take a moment to hide your Fall 2021 courses, and any other past courses, from your Dashboard, so you can more easily jump into your current courses. You can always access the courses you hide from your Dashboard by clicking on Courses on the left and then All Courses.
- **Course Imports & Date Adjustments**
  - o Remember to use the Canvas Course Import Tool to copy over content from a previous semester into your current course shell, if that would be helpful for building your current courses.
  - o You can also use the Adjust Dates and Date Substitution Features to move all of the dates in your course into Spring 2022 at one time, or clear our all of the dates in your course.
- **Update Assignment Due Dates**
  - o You no longer need to manually update all of your assignment due one by one. You can update them all in one place now by using Canvas' Assignment Date Bulk Update feature.
- **Import the Cañada Getting Started Module Template**
  - o The Welcome Module template gives you a lot of boiler plate information, so you don't need to go hunting for the support information your students need. You can find it in the Canvas Commons by searching 'Cañada Template – Getting Started Module'.
- **Set Up Your Recurring Zoom Meetings in Canvas**
  - o If you haven't already, set up Zoom in your Canvas course, and schedule all of your class meetings as Recurring meetings there. That way you can just direct students to always click on Zoom on the left to find the link to your Zoom meetings.

Find previous issues on the Instructional Technology Newsletter page.

DAS Taskforce on Teaching & Learning Guidance for Spring 2022
I've attached to this email our guidance for the Spring of 2022 from the District Academic Senate Taskforce on Teaching & Learning. If you haven't had a chance yet, please read through it to prepare for the semester.

Request to Have Your Related Sections Combined in Canvas
If you are teaching two sections of the same course, or have an Honors or CWA section, send me an email with the CRNs and I can combine those for you in Canvas. This needs to be done before students have participated in the course, so please send me these requests as soon as possible.

Technology Resources for Students
The District and our College are providing a number of technology resources for students, so please share these with any students who need them:
- Cañada Virtual Campus Support Center
- Equipment Request Form
- Support for Borrowed Equipment
- Student Email Support
- Student Canvas Support

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Upcoming Training

QOTL 1 – Sign Up for 2022 Offerings
We will be offering QOTL 1 from February 9 to March 25, 2022. Register for Spring 2022 QOTL 1 before January 31, 2022 and the course will open on February 4, 2022. The Spring QOTL 1 offering will be hosted by Skyline's Instructional Designer, Bianca Rowden-Quince, and myself, Cañada's Instructional Technologist, Allison Hughes.

Summer 2022 QOTL 1 will run from June 6 to July 17, 2022. You can register for Summer 2022 QOTL 1 now until May 20, 2022 and the course will open on June 2, 2022. The Summer QOTL 1 offering will be hosted by Skyline's DE Coordinator, Chris Collins, and CSM's Instructional Technologist, Erica Reynolds.

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