![Cañada College logo]

Instructional Technology & Design Newsletter

The Instructional Technology & Design Team!

Lindsey Irizarry – Instructional Technologist

Lindsey is our newest addition to the team and we are lucky to work with her. She is originally from San Diego but has been in the Bay Area working in Higher Education over the past decade. **As our Instructional Technologist, Lindsey is available to support faculty with questions or issues about Canvas, Zoom and Nuventive.**

Lindsey is available via email, for technical troubleshooting, requests and consultations. Email irizarryl@smccd.edu, or book an appointment with Lindsey on Calendy.

Nada Nekrep – Faculty Online Instruction Coordinator

Nada has been teaching at Cañada for many years and will be starting her third year as our Faculty Online Instruction Coordinator in the Fall. **Nada is available to support faculty questions about DE Addenda in the Curriculum Process, Online Teaching training and certification, and our Peer Online Course Review process.**

Nada is available via email at nekrepn@smccd.edu.

Allison Hughes – Instructional Designer

Allison has worked in the SMCCCD for over 10 years, and 8 of those have been at Cañada. Allison transitioned into the role of Instructional Designer in the Fall of 2023, a role that is new to our college. **As our Instructional Designer, Allison is available to support faculty teaching in all modalities, who are interested in learning more about course design strategies, student engagement, creative assessment, alternative grading strategies, and more.**

Allison is available via email, and for consultations. Email Allison at hughesa@smccd.edu, or book a consultation with Allison on Calendly.

Find previous issues on the Instructional Technology Newsletter page.

Cañada College

Fall 2024 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. Conside 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.

Featured Faculty – Kiran Malavade

Discipline: English
Teaching Modality: In-Person, Hybrid & Online - Asynchronous

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Share a teaching 'win' you've had this semester.
Students who were struggling to turn in assignments came up to scratch and proved themselves capable and engaged when assigned to work on a group project because they felt themselves accountable to each other. Their win, not mine, exactly :)

Can you highlight support that you've received this academic year that has helped your teaching?
I finally recently did QOTL2 and came away with lots of new and good ideas for all my classes, particularly for student-to-student interactions.

What is one strategy that you use to make your course more inclusive?
Offering different types of assignments that allow students to demonstrate knowledge and skills in various ways.

What is the biggest lesson you've learned about teaching over your career?
If something fails, try it again at least once before giving up on it.

What is one question that you would like to pose to your fellow faculty colleagues?
What are some creative and fun assignments you use?

> **To share your creative and fun assignments with your colleagues, and get some inspiration, add your assignment ideas to our [Collection of Creative Assignments](#)!**

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Upcoming Training

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

- [QOTL 1](#): September 23 – November 4
- [QOTL 2](#): September 9 – October 14

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Find previous issues on the [Instructional Technology Newsletter page.](#)

Reminders

How to Use New Analytics to Connect with Students

If you haven't explored the New Analytics tool in Canvas yet, consider exploring it as a way to better connect with students and to specifically identify students that may be in the most need of a check-in. Watch the Use New Analytics to Connect with Students Guide to learn how to access New Analytics, how it works, and a few strategies to use the tool to better connect with students.

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: https://smccd.instructure.com/enroll/TJJCRT
   - Student-Centered Syllabi: https://smccd.instructure.com/enroll/EKP4PR
   - Ungrading: Part 1: https://smccd.instructure.com/enroll/XWWRWD
   - The Easy Button – Recording with Zoom and Panopto
   - Copyright in Education
   - Revamping Your Course Introduction Videos
2. Complete the course deliverable to obtain your badge.
3. Fill out the short microcourse feedback survey.