

SBVC DISTANCE EDUCATION



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Welcome Back to Campus

*by Davena Burns-Peters and Margaret
Worsley aka Your Faithful Distance
Education Faculty Co-Leads*

We would like to welcome everyone as the "return to campus" migration begins. As the new semester approaches, we wanted to take the opportunity to highlight a few items related to distance education here at San Bernardino Valley College. We are re-establishing the publication of the SBVC Distance Education newsletter and this is the first of more to come. This issue will remain brief and focus on immediate information that will be helpful to you as you begin your online instruction for the spring semester. Again, Welcome and here's to a great semester ahead!

Getting Your Online Class Off to a Great Start

Here are a few tips and tricks for getting your online class off to a great start.

- Send a **Welcome Letter** out to all students on the roster
 - Welcome your students to the class and give them a bit of insight as to who you are as an instructor
 - Provide the link to access Canvas
 - Inform students of the log in requirements and deadlines
 - Inform students what constitutes attendance and a no show
 - Inform students how to contact you
 - Inform students when the course will be made available to them and include the first assignment they are to complete
- Post a copy of the Welcome Letter in a module within the course for future reference
- Contact students one the waitlist and inform them of the process to obtain an add code, if you are adding students
- Check the log in and participation of registered students for the first week and determine if there are any no show students

Online Teaching Training

Training continues to be provided for instructors teaching online. Two levels are currently being offered with a third level to begin early spring semester. Level one is the minimum level training to be completed by instructors teaching online and covers the basics of online teaching, accessibility and regular and substantive teacher to student and student to student interactions. Level two provides more in depth instruction on accessibility within the online course, as well as equity in instruction. Level two is not a required course, but it covers topics that instructors have been asking for training on. Level two will help you ensure your course is equally accessible to all students.

Both level one and two are being offered with a start day in January. For more information on the dates and for registration, visit <https://valleycollege.edu/onlinefacultyresources>

KUDOS!

Several faculty members have completed **POCR (Peer Online Course Review) training and deserve a shout out for their hard work. POCR training is an intensive 4 week training on how to review online courses for alignment with the Course Design Rubric. Join us in giving kudos to the following faculty members.**

- Margaret Worsley
- Davena Burns-Peters
- Lisa Henkle
- Adam Pave
- Colleen Calderon

Are you interested in completing POCR training yourself? Contact us and we will get you started. Limited funding is available for spring semester.

FUNDED LEARNING OPPORTUNITIES

Watch for information regarding funded learning opportunities related to online teaching and learning. Funding is available for attendance to conferences related to online instruction for those teaching CTE courses or courses connected to CTE program completion. More information may be found at <https://www.valleycollege.edu/online-classes/faculty-resources/cteonlinepathwaysgrant.php>