

# Norco College Online Newsletter

March 20, 2020

## Hello Mustang Faculty,

During this COVID-19 break in our traditional classroom environments, Norco Online is proud to announce the first of many regular weekly newsletters designed to quickly highlight the news, resources and tips for you in this online transition. As you have learned to know, love and use the [Norco College Regular Update](#), I hope you will find this equally meaningful and supportive to your weekly instructional preparation.

## BREAKING NEWS!

[Norco College Distance Education Handbook March 2020 Draft](#) is a vital resource to understand online education in a broad sense from District to Discipline. Download a copy and consult this for issues related to policies, procedures and resources available to all RCCD faculty teaching online education.

While you may not have been accustomed to teaching online entirely, we have many tools ready to use and more are on the way! Tools are here for you to use. Take one or two each week to phase them into your instruction and to avoid overwhelming yourself and your students.

Please be advised in this time of preparation and transition there is no obligation to implement third-party apps *in addition to* the following recommended Canvas features.

- [Announcements](#)
  - To maintain Regular and Substantive Contact (ACCJC)
  - To communicate with the entire class
  - Enable announcements on the Home page of your class to alert all students logging in for the first time
  - Include or exclude replies to have an active conversation or a public broadcast to the class
- [Discussions](#) to keep students in communication with you and with each other
  - See the RCCD Recommended Template distributed this week
  - RCCD DE has already created [Prompts](#) to edit and enjoy
- [Inbox](#)
  - To directly communicate with individual, few, several or all students
- [Files](#)
  - To house your many documents and resources for students
  - I recommend hiding this from student view unless you want them to see everything at once
  - Use it as a storehouse and use Modules to sequence their access
- [Modules](#)
  - Pace your instruction in blocks as you would in a usual weekly, unit or monthly cycle
  - Publish only a few items at a time together or in sequence
  - Keeps students working together at a similar pace

## Norco Online Education Newsletter

- [Track progress for all students](#) to avoid repetition of Announcements and to isolate those needing additional support
- [Quizzes](#) and/or [Assignments](#)
  - Already integrated into your course, accessible and free to students
  - Maintains continuity of instruction when used with Discussion Boards on a weekly basis
- [Speed Grader](#)
  - Comment directly to each student
  - Use Rubrics to align Assignments with SLOs
  - Simplify your Assessment processes this Spring

Additional items available through RCCD Distance Education help maintain continuity of instruction and to ease your transition include:

- [Conferences](#)
- [ConferZoom](#)
- [Flipgrid](#)
- [Respondus](#)
- [TechSmith Relay](#)
- [Turnitin](#)
- [Turnitin Gradescope](#)

Students should know and use the following online information:

- [Bookstore](#)
- [Canvas Student Guides](#)
- [Counseling](#)
- [EduNav](#)
- [FAQ](#)
- [Library](#)
- [Registration](#)
- [Resources for Students](#)
- [Student Services](#)
- [Tutoring](#) (NetTutor)

You are not alone. We have District, College, School and Departmental Leadership to make this a powerful opportunity to grow and to innovate in response to COVID-19. The College is organizing leadership and partnerships at all levels to ensure you have a point of contact from the District to the Discipline.

- [RCCD Distance Education Staff](#)
  - Consult them for technical support, Canvas user or student issues
  - Instructional Designers are available to recommend strategies for your courses as well as train faculty via Zoom
- [Norco Online Education](#)
  - The one-stop shop for your Online Educational needs
- [Distance Education Committee](#)
  - Co-Chairs are here to help
  - Each member has a degree of expertise

## Norco Online Education Newsletter

- Contact your School's or Department's representative
- [Department Chairs](#)
  - Start here for inquiries about where to find support
- Discipline Leads (TBD)

Wishing you a refreshing weekend for an excellent week of online instruction ahead!

In Solidarity,

*Norco College Online*

[Email us](#)

[Distance Education Committee](#)

[Visit our website](#)