

DE checklist for Hybrid and Online Courses

We are glad that you will be teaching an Online or Hybrid course for the Riverside Community College District. To make it easier to plan your course, here is a checklist of things to do and items to include.

Training for Distance Education (required by CA Ed Code)

All faculty teaching online or hybrid courses at RCCD must use the District learning management system, Canvas, and must complete training. This can be done in several ways: RCCD's Online Canvas Academy (OCA), face-to-face training at Riverside City, Norco, or Moreno Valley College, or approved training taken at another college. For details please see the [Faculty Training page](http://open-campus.com/faculty/faculty_training.html) at http://open-campus.com/faculty/faculty_training.html.

Create a Syllabus (required by ACCJC)

Include course policies, required materials, a plagiarism policy, and a statement directing students to Disability Resources at your college.

Create an Introduction Module for your Course (Best practice in online course development)

Be sure to include contact information (including the times when you are and when you're not available), your usual response time, expectations regarding the amount of time that students should be spending on their course per week, and an online attendance policy. Inform students about how to navigate the course, how to find assignments and quizzes, and how to find the gradebook and feedback. Consider using the Quest for Success module as a way to prepare your students for their online course. Also consider making an introductory video for your course. Distance Education provides this service to all DE faculty.

Create Modules for Other Course Content (Best practice in online course development)

Chunk learning material in modules – these modules can be organized by unit, by topic, or by week. You should consider publishing your material a bit at a time so that students are working on the same material together. Include student learning outcomes for each module, in language that makes sense to students.

Provide Means for Regular and Substantive Contact (required by CA Ed Code, U.S. Dept. of Ed regulations, and ACCJC)

Instructors must initiate regular and substantive contact with students and **there must also be ways for students to interact with each other in a meaningful way** in DE courses. Remember to let students know you're not going to be available if an emergency arises. Consider using two or more methods listed below in your course for regular and substantive contact.

- Weekly content-based announcements in Canvas
- Threaded discussions of course content in Canvas with required student-to-student interaction.
- Regular instructor participation in threaded discussions within Canvas Instructor-created lectures
- Timely and frequent feedback for student work

- Group or individual meetings
- Class events such as orientations and workshops
- Instructor-initiated contact by Canvas inbox, email, telephone, or chat
- Video conferencing, chat, audio recording through ConferZoom

□ Ensure Course Materials are Accessible (required by CA Ed Code, and Federal regulations)

- Any images will have alternative text to provide access for students with visual impairments.
- Videos will have accurate closed captioning
- Audio recordings will include transcripts
- Pages, Word docs and PowerPoints will use structured headings (i.e. Header 2 for section headings) accessible to a screen reader (use the accessibility checker in Canvas or UDOIT)
- Hyperlinks will be presented using meaningful link text rather than URLs
- Content will provide adequate color contrast, font size (12-14), and font style (sans serif) to ensure readability
- Any PDF files will be text-based, not scanned, and use true headings (e.g. created with the styles menu in MS Word)

□ If You Use a Publisher Created Learning Management System

Many instructors make use of publisher-created course management systems (e.g., Pearson’s MyLab products, Cengage materials, WebAssgin, etc.). California Ed Code states that you must incorporate class management and supervision capabilities within a learning management system that is free of cost to students (this is Canvas for RCCD students). It is not sufficient to provide only a link within Canvas to the publisher’s material. In addition, the following elements are required by CA Ed Code:

- Ensure that publisher materials meet Section 508 requirements (sometimes accessible material is indicated by icons in the publisher material, also videos should be captioned)
- Ensure that students have a secure login and that their privacy is safeguarded
- List the materials that you’re using under “required materials” in your syllabus
- Consider integrating the publisher’s materials with Canvas so that assignments, quizzes, and grades all appear in Canvas

□ Help is Available

There is support for online courses available at all three colleges. Regular workshops for Canvas are announced via email, so please watch out for these messages. If you would like to work one-on-one with a support person, either face-to-face or via Zoom, contact:

- Vincent Alonzo (vincent.alonzo@rccd.edu), Moreno Valley College, HUM 325, (951) 571 – 6935
- Derek Moore (derek.moore@rccd.edu), Riverside City College, (951)-222-8694
- Sean Ulbert (sean.ulbert@rccd.edu), Norco College, (858) 859-0130, (canvasde.simplybook.me)