



## Newsletter

April 24, 2020

Hello Mustang Faculty,

During this COVID-19 break in our traditional classroom environments, Norco Online offers weekly newsletters designed to quickly highlight the news, resources and tips for you in this online transition.

### BREAKING NEWS!

ADA Faculty Mentors are now available to help you identify issues of compliance in your courses. Their roles are to teach faculty about the tools and help faculty in using these tools. Their role is not to “fix” courses. Also, help is available with [online support sessions with Distance Education Staff](#).

Here are Norco College Faculty ADA Mentors – Celebrate the support of...

- Kimberly Bell
- Courtney Buchanan
- Sally Ellis
- Bibiana Lopez
- Farshid Mirzaei
- Sandra Popiden
- Caroline Hutchings
- Eric Doucette
- Toren Wallace
- Juan Zaragoza
- Susan Seifried
- Steven Camacho

### QUICK START TO MAKING YOUR COURSE ACCESSIBLE

1. Attend an online support session, view a video, or work with a faculty mentor to learn how to use Ally, TidyUp, and other applications that will identify files and images that are not accessible.
2. Use TidyUp to help remove files from the Canvas course that are not student-facing. If you have copied your course over several semesters you may have many files that are not ADA compliant. TidyUp is an application that will identify

those files for you so that you can either download and save them, or delete them. It will eliminate unnecessary conversions of files you no longer need.

3. Provide descriptions for images using Alt-Text. This is done within Canvas and must be done by the instructor.

#### IF YOU NEED ADDITIONAL ASSISTANCE

- Document repair assistance is available. To request document repair use this link [Norco College Repair Request](#).
- Fill out the form (indicating the type of document and what Ally indicates needs to be done), and upload the document. Our "A Teams" (A for accessibility) are able to help with Word documents, PowerPoints, and PDF documents. **They are not able to provide descriptions for images or charts in documents.**
- The [Distance Education Instructor Resources shell](#) in Canvas has many resources available to assist in making your course materials accessible, including "How-to" Guides and Utilities.

#### THE POWER OF COLOR CODING AND POSITIVE REINFORCEMENT TO FIX DOCUMENTS TAGGED IN ALLY WITH LOW ACCESIBILITY SCORES.

Ally provides instructions on how to fix simple things in Word documents and PowerPoints. By now, you've all see the little color coded icons that looks like a little "meter-reading". All you need do is click on the icon to find out more information...but at a quick glance you'll know this about the file to which the meter is associated.

- a. Red= uh oh, that's really in need of fixing, students with specific disabilities might not be able to understand the material. It might take a little work to find the answer, but it will be worth it to make success a focal point of your course for all students.
- b. Orange= It's got issues that could be an easy fix..."o-range" you interested in seeing it go from orange to green? A mastery motivation opportunity.
- c. Green = Heck yeah! Your students with disabilities will be able to access this which will help them to better understand the material in your class.

Also, for a more detailed guide, please use the [Accessibility Guide \(attachment to this email\)](#), created by Dr. Sandra Popiden, to help you with the following:

- I. Accessibility Guidelines and Course Design Tips
- II. Running Diagnostic Texts & Helpful Fixes
- III. How To Helpers (Alt-Text, Headers & Descriptive Links)

#### Tools, tips or links to know

For this week we're focusing on the letters M, N, and O in your DE alphabet education.

**M - Media Comments** – There are multiple places where you could create a **Media Comment** to give feedback to a student. You can do this as you are grading inside the Speed Grader, or you can find options to record a voice message or a video, inside of the grade book. Inside the grade book, click on the individual student's name and a

new screen will open. Then click on an assignment where you would like to comment and an additional screen will open showing analytics for the assignment. It will also show an **Add a Comment** box where you can type your comment or upload Media. Click on the **Media Comment** link and you'll be taken to a whole new screen where you can record new media or upload media – audio and visual formats are available. This helps you to connect on a more personal level with a student who might be in need of some individual feedback on their work or engagement in the class.

**N - Net-Tutor** – Have you encouraged your students to use Net-Tutor? Net-Tutor offers live tutoring on-demand. It can also provide students with writing feedback. The tutors are subject matter experts trained in a variety of tutoring and learning strategies specifically to help your students on-line. They work one-on-one with the students. The tutoring sessions can also be saved in the student individual profile for them to review at a later date.

**O - On-line** – An obvious one for 'O', but what does it really mean for faculty? On-line is an approach to teaching that asks for a myriad of competencies. Technological awareness and capability...you can't just know about it, you have to feel comfortable to try it! Malleability in how we present material, disseminate content, and engage students with material we can typically just "show them" as they sit in our classrooms. It is an enormous teaching challenge to convert, or at least modify your typical face-to-face teaching methodology to work in a virtual classroom. And the added stress of knowing that not all students read the material, watch the video, open the announcements at the same time, and so you constantly feel as if you have a form of virtual jet-lag; you're not quite sure which on-line time-zone you're in at any given time of the day. This is where having a clear and delineated schedule for your classes becomes extremely helpful in maintaining your sanity.

It also means finding a way to balance working with the rest of your responsibilities. Even though Canvas is available 24/7, 7 days a week, and for the whole semester, and yes students do access it throughout the day, you can't work 24/7, 7 days a week, for a whole semester. Teaching on-line means setting clear work parameters for yourself, clear expectations for students regarding how and when they'll get feedback, response time, and work flow processes.

In Solidarity,

*Norco College Online*

[Email us](#)

[Distance Education Committee](#)

[Visit our website](#)

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