

# Santa Ana College Distance Education

## Faculty Distance Education Resources

### Regular and Substantive Interaction (RSI)

RSI is a Title 5 Requirement. Academic Senate standards require courses to meet RSI through faculty-to-student and student-to-student interactions. The following are some examples of how to meet the requirement.

- Discussion Forums
- Course Announcements
- Gradebook Feedback
- Peer Review Assignments
- Small Group Zoom Meetings (Recorded for submission)
- FlipGrid

### Distance Education Handbook

The Distance Education Handbook is your guide to understanding SAC's DE Requirements. You can find the handbook through SAC.edu. Details on requirements include the following.

- Distance Education Certification Requirements
- Certification Waiver
- Certification Deferment
- Regular and Substantive Interaction

### **Beginning of the Semester List**

- Student Course Access: Students will not see or access your course until the first day of class.
  - If a student just registered, it may take up to 4 hours for them to access your course.
- Cross Listing Course: You should only cross-list BEFORE students do any work.
- Importing Course Content: From your course homepage, select Settings on the bottom left and then select Import Course Content.
- DSPS Accommodations
  - Quizzes: Select Moderate Quiz to provide extra time or an attempt for a student.
  - Hearing Impaired: Contact DSPS if an ASL interpreter is needed and remember to turn on closed captioning on Zoom.

### Accessibility Tools



### Reporting Forms (RSCCD.EDU/REPORT)

- Academic Integrity
- ADA/Accessibility Concern
- Civil Rights
- Care (Crisis, Assessment, Response & Evaluation)
- Discipline (Student)
- EEO Monitor Concern
- Employee Reporting Form
- Title IX

### Support

- Canvas 24/7 Support
  - Chat through Help Icon in Canvas
  - Phone 844.612.7428
- SAC Distance Education Q & A
  - Tech Connect Zoom link through <https://rsccd.instructure.com/courses/266>
- Distance Education Office
  - [DistanceEd@sac.edu](mailto:DistanceEd@sac.edu)
  - 714.564.6725
- IT Support
  - [helpdesk@rsccd.edu](mailto:helpdesk@rsccd.edu)
  - 714.564.4357

## **End of Semester List**

- **Canvas Access:** Students cannot access your course materials after the term end date.
- **Export Canvas Gradebook:** Go to Grades, select the Action dropdown, then select Export Entire Gradebook no later than 2 weeks after the course ends.
- **Incompletes:** After submitting forms to A&R, email the DE inbox with Student ID and dates for needed access.

## **Additional SAC Resources**

- **Admissions & Records:** Located at S-101, Phone 714.564.6017
- **Counseling:** Located in S Building, Phone 714.564.6103
- **Financial Aid Office:** Located in JSC-201, Phone 714.564.6242
- **Information Technology:** email [helpdesk@rscgd.edu](mailto:helpdesk@rscgd.edu) phone 714.564.4357
- **Tutoring:**
  - **Campus:** Learning Center D-428
  - **Canvas:** NetTutor link