



Beginning of Semester Checklist for Online & Hybrid Instructors

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✓	To-Do's
☐	<p>Log on to Canvas and verify all course shells exist for the current semester. If you do not see your course on Canvas, verify that it has been entered on Colleague/Self-Service.</p> <ul style="list-style-type: none"> • Contact your division office if it is not yet in Colleague. • Contact the DE office if it is, but there is no Canvas course shell.
☐	<p>Course and Template Updates</p> <ul style="list-style-type: none"> • New SAC Template courses: Use this helpful guide: "SAC Template – Getting Started Checklist" • Copy your course from a prior semester into your current semester's course shell. (Optional) <ul style="list-style-type: none"> ❖ "Reset Course Content" (under Settings in your current semester course) to clear your courseshell for copied course. ❖ Auto adjust due dates by entering the start/end dates of the old course, the new course (may auto fill), and adding any day "Substitutions" (e.g. Monday to Tuesday). • Home Page: Edit/Update your Home page information. • Canvas Course Syllabus Page: Upload your new course syllabus (auto-open inline preview) • Delete any old Announcements or Edit Announcements, click "Delay Posting" and set a future date. • Update any due dates: Tip: Use Adjust Events and Due Dates by setting Beginning and End Dates when you course copy. Then drag/drop in your Canvas course calendar for minor corrections) • Check all external links and file links to assure they are all valid/current (Tip: Under Settings, select Validate Links) <ul style="list-style-type: none"> ❖ Consider providing extra credit points to students that find dead/incorrect links or typos! • Create a new Welcome Announcement with instructions on where to begin your course and expectations for the online student for evidence of course attendance. <ul style="list-style-type: none"> ❖ Tip: Publish your course early and send your Welcome announcement before classes begins. Students can get oriented to your organization and syllabus. • Courses are Published on the first date of the course. <ul style="list-style-type: none"> ❖ If you would like to make your course available early, click Settings, change your start date, uncheck "Users can only participate in the course between these dates" and click to Publish your course.

✓	<h2>To-Do's</h2>
☐	<h3>Policy Verification</h3> <ul style="list-style-type: none"> • Verify ADA compliance for Canvas pages, audio/video transcription/captioning and any file attachments (including Word, PDF, and PowerPoint). Take the online Accessibility training on Canvas! • Regular Substantive Interaction: Examine your course to assure regular, assessed (graded) and substantive interaction. This includes student-to-student interaction. You must have weekly assessed evidence of academic engagement for online/hybrid enrollments and regular substantive interaction, instructor-student and student-student. (See attached.) • Academic Honesty Policy, Accommodations for Disabilities, and Attendance Policy must all be stated on your syllabus. Refer to the SAC Recommended Online Course Outline Additions
☐	<h3>TIPS</h3> <ul style="list-style-type: none"> • Welcome your students to your course. <ul style="list-style-type: none"> ❖ Make a screen capture video of how your course is set up, present your syllabus, set expectations, and let students get to know you! ❖ Any video content must be captioned. Take the online Video Creation Course on Canvas! • Synchronous Interaction: Consider using TechConnect Zoom to meet live with your students. Instructors can enable real-time captioning. • Messages are E-A-S-Y! Use the Canvas Grade column for quick reminders, notices, and kudos <ul style="list-style-type: none"> ❖ Click grade column header, select "Message Students Who..." <ul style="list-style-type: none"> ○ Haven't submitted yet ○ Haven't been graded ○ Scored less than ○ Scored more than ❖ Students do not see other message recipients ❖ Tip: Faculty tend to spend the majority of their time with students that need help. This is a quick way after a quiz or assignment to give a quick praise message to those that are doing great!
☐	<h3>Reminders</h3> <ul style="list-style-type: none"> • Notify Admissions and Records if you know of any students that are out-of-state in your online course. (See attached) • Regularly contact/drop inactive students. The Last Day of Attendance (LDA) is based on a student's last academically related activity. Canvas log in statistics are not appropriate. • Remind your students to: <ul style="list-style-type: none"> ❖ Update their email on Self-Service ❖ Update their Canvas Notifications ❖ Assure their computer and browsers are in good working condition (Chrome & Firefox browsers) ❖ Complete Quest for Online Success Online student orientation <ul style="list-style-type: none"> ○ Tip: Require the online orientation to assure your online student is prepared! ❖ Take the SAC Student Canvas Training ❖ Use the Canvas 24/7 toll-free Hotline under Canvas Help (844) 612-7428

The Details

Rosters

- **Enrollment (adds/drops) from Self-Service update your Canvas Roster every 4 hours.**
 - ❖ Any missing students on Canvas, contact Distance Education
 - ❖ Dropped students are given the “inactive” role on Canvas. You will still see them under “People”.
- **Self-Service is your “true” roster.**
- Let your add students know that they should see your course on Canvas after this time.
- Keep in mind: When you drop in Self-Service a notice is immediately sent to your student. It could take four hours for the student to become “inactive” in Self-Service.
- **Any problems or questions, please have students email/call/stop-by the Distance Education Office**

Out of State Students

The US Department of Education requires that colleges offering distance education, to students in which it is not physically located, must meet that state’s requirements for it to legally offer postsecondary distance education in that state. Some states do not regulate public institutions. Others require an application fee from the college to apply.

- Because the regulations of states vary and are subject to change, we need to handle out of state students on a case-by-case basis.
 - The college application process notifies out-of-state students to contact Admissions and Records.
- **Bottom line: If you are aware of any out-of-state students in your course, or interest from an out-of-state student, please have them contact Admissions and Records immediately.**

Regular and Substantive Interaction

The CCC Board of Governors recently approved Title V changes:

Regular and effective interaction between faculty and student was amended to regular and substantive interaction. “Substantive interaction” involves engaging students in teaching, learning, and assessments, that is consistent with the course content under discussion and ensuring DE courses are the “virtual equivalent” to on-campus courses. In hybrid or fully online courses, ensuring Regular Effective Instructor/Student Contact guarantees that the student receives the benefit of the instructor’s presence in the learning environment both as a provider of instructional information and as a facilitator of student learning.

This is taught in our Online Teaching Certification and has been expected as it is an accreditation requirement for best practice. Faculty must engage in regular (weekly) substantive interaction with students and must provide regular student-to-student interaction. You must have regular weekly assessed student-student contact. This includes the first week of classes.

[SAC’s Regular and Substantive Interaction Policy](#)

- **Bottom line: Regular and Substantive assessed interaction must occur throughout the entire semester.**

Dropping:

- **No show and drop policies must be stated in your course syllabus.**
 - ❖ ➤ **Example:**
 - **No Show Drop:** In this course, you must complete all of the following activities by Friday of the first week of classes or you will be dropped as a “No Show”:
 1. Post a new thread on Discussion board Week #1, following directions described in the thread, and respond to at least two students.
 2. Complete the Orientation Quiz
 - **Excessive Absence Drop:** If two consecutive weeks of non-participation is observed by the instructor the student will be dropped.
 - **You may not keep a student enrolled in your course if you do not see academic engagement and regular and substantive interaction.**
 - You should attempt to contact students who have stopped **all academically related** activities to explain that they will be dropped unless they reengage in **substantive assignments within your defined time period.**
 - Login statistics, such as “Last Activity”, are **not evidence of substantive student participation.**
- **Bottom line:**
- **Criteria for dropping a student must be one of academic engagement.**
 - **A student cannot remain enrolled in the course if there is no evidence of academic engagement and regular and substantive interaction.**

Resources

- [Canvas QuickStarts and FAQs](#)
- [SAC Faculty Canvas Training](#)
- [Recommended Course Outline Additions](#)
- [Online Course Test Proctoring – Off Campus](#)
- [SAC Assessment Center – Online Instructor Form](#)
- [SAC Video Creation Course](#)
- [SAC Accessibility Training](#)

More information available at the [Distance Education Website](http://sac.edu/disted) (<http://sac.edu/disted>)

Any questions, concerns, comments – Please give us a call or email us

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