

## Instructional Technology Newsletter

### Important Updates

#### **One-on-One and Small Group Trainings By Appointment**

If you have any questions, run into any issues, or just would like to chat something through, I'm happy to schedule a Zoom meeting with you whenever you need this semester. Email me at [hughesa@smccd.edu](mailto:hughesa@smccd.edu) and we can see when our schedules align!

#### **Pronto – An Improved Chat Tool for Canvas**

The built in Chat tool in Canvas can be difficult to use and limited in what you can do with it. Pronto is a more advanced and easy to use chat tool that the District has integrated into Canvas. You can choose to enable it for your courses, or just test it out. Check out our [Pronto Guide](#) for more information. Pronto is a great tool to use for regular interaction with students, like answering quick questions, sending reminders and/or just checking in with online students.

#### **The 2022-2023 Program Review Cycle Is Here!**

Here are the steps needed to complete program review this year:

1. Check the Administrative, Instructional, and Student Services Program Review schedules to see if your program is up for comprehensive program review this year.
2. If your program is up for comprehensive program review this year, enter your [Comprehensive Program Review](#). If you're not up for comprehensive program this year and you have resources you want to request this year, enter an [Annual Update](#).
3. Enter [the Goals](#) that your program will be working on this year.
4. If any of your Goals require resources, also enter your [Resource Requests](#).
5. Submit your complete Comprehensive Program Review or Annual Update before **October 14, 2022**.
6. Deans and VPs [complete feedback of all program review materials](#) and send out before **October 28, 2022**.
7. Review your supervisor's feedback and incorporate it into your program review before **November 4, 2022**.

#### **Improve (TracDat) Has Been Updated! – Program Review & Assessment**

We have completed our upgrade of the Nuventive Improve system (formerly TracDat) where we enter our program review and SLO, SAO & PLO Assessment information. Please take some time explore the new guides and login information below if you'll be needing to submit program review and/or assessment information this year. If you have any questions, or need any help with the new system, please email me at [hughesa@smccd.edu](mailto:hughesa@smccd.edu).

- [Improve Assessment Guides](#)
- [Improve Program Review Guides](#)

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### Reminders

#### **Start-of-Semester Time Savers**

- **Request Cross-Listing for Your Canvas Shells (If Needed)**
  - If you are teaching two sections of the same course, multiple multi-modal courses, or have an Honors or CWA section, send me an email with the CRNs and I can combine those for you in Canvas. This needs to be done before students have participated in the course, so please send me these requests as soon as possible.
- **Clear Out Your Dashboard**
  - Take a moment to [hide your past courses from your Dashboard](#), so you can more easily jump into your current courses. You can always access the courses you hide from your Dashboard by clicking on Courses on the left and then All Courses.
- **Course Imports & Date Adjustments**
  - Remember to use the [Canvas Course Import Tool](#) to copy over content from a previous semester into your current course shell, if that would be helpful for building your current courses.

Find previous issues on the [Instructional Technology Newsletter page](#).

- You can also use the [Adjust Dates and Date Substitution Features](#) to move all of the dates in your course into Spring 2022 at one time, or clear out all of the dates in your course.
- **Update, Shift or Remove Assignment Due Dates**
  - You no longer need to manually update all of your assignment due one by one. You can update them all in one place now by using [Canvas' Assignment Date Bulk Update feature](#).
- **Import the Cañada Getting Started Module Template**
  - The [Getting Started Module template](#) gives you a lot of boiler plate information, so you don't need to go hunting for the support information your students need.
- **Set Up Your Recurring Zoom Meetings in Canvas**
  - If you haven't already, [set up Zoom in your Canvas course](#), and [schedule all of your class meetings as Recurring meetings](#) there. That way you can just direct students to always click on Zoom on the left to find the link to your Zoom meetings.

### ***New Online Teaching Website, Online Learning Website & Faculty Resource Repository Are Now Live!***

Our new [Online Teaching](#) and [Online Learning](#) websites are now live, so if you try to navigate to any of our old websites, they will redirect to these new websites. The [Faculty Resource Repository](#) is also live and available on the Online Teaching website. Please explore those resources, share them, and let me know if you see anything missing that needs to be added or anything that needs to be updated.

### ***Course Launch Checklist & Student Resources***

Here are a few new and old resources that we have to help you and your students start the semester smoothly:

- Faculty – [Countdown to Course Launch Checklist](#)
- Students – [Cañada Online Learning Guides](#)
- Students – [Canvas Name Change Request Form](#)
- Students – [Cañada Virtual Campus](#)
  - [Equipment Request Form](#)
  - [Support for Borrowed Equipment](#)
  - [Student Email Support](#)
  - [Student Canvas Support](#)
- Students – [Fall 2022 Hours](#)

### ***Manage Course Start & End Dates***

Remember to check your course start and end dates before publishing your course and sending your welcome message to students. You might need to [edit your course start and end dates](#) to ensure students have access to your course when you expect them to.

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## Upcoming Training

### ***@One Courses – Space Available!***

@One offers a variety of timely and relevant online teaching short courses, that I encourage you to check out if you haven't already. I've taken quite a few of their courses and can vouch that they are worth your time.

- [Humanizing Online Teaching & Learning](#) – November 5 – December 3, 2022
- [Equitable Grading Strategies](#) – October 8 – November 5, 2022 & November 5 – December 3, 2022
- [10-10-10: Communication That Matters](#) – August 22 – September 17, 2022 & October 8 – November 5, 2022