



Instructor Resources

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Upcoming Training

Canvas Workshops

-  Every Monday 10-11am
-  Every Thursday 5-6pm

Teaching Online

-  Summer: July 29-Aug 18, 2019
-  Fall: Oct 14 - Nov 3, 2019
-  Winter: Jan 6 - Jan 26, 2020
-  Spring: Mar 2 - Mar 22, 2020


















Intro to Canvas

-  July 15-Aug 2, 2019
-  Sept 9-27, 2019
-  Nov 11-29, 2019
-  Jan 13-31, 2020
-  March 9-27, 2020
-  May 11-29, 2020

Important

- Missing Shell Request Form (<https://forms.office.com/Pages/ResponsePage.aspx?id=GzXc19JqU6ZEEdqES5QC75R3bxsHdYhOrbiMBdgLQAdUN0hYWE0yVTU5MEYzUEVOWFdHODUwMlhJQyQIQCN0PWcu>)
- Accessibility Guidelines ([accessibility.html](#))
- Approved DE Instructors (Canvas) (<https://studentlaccd.sharepoint.com/:x:/s/DistanceEducation-PierceOnline/EQkXINymJI5LhJ5uUMSr5wBNKdntIU2NN-skgHmHJGLA?e=e32hLD>)


Canvas Tutorials


-  [Add a VeriCite Assignment \(http://help.vericite.com/m/canvas//791841-how-do-i-add-a-vericite-assignment\)](http://help.vericite.com/m/canvas//791841-how-do-i-add-a-vericite-assignment)
-  [Proctorio \(media/Proctorio.pdf\)](#)
-  [Make an announcement \(https://guides.instructure.com/m/4152//50731-how-do-i-make-an-announcement-in-a-course\)](https://guides.instructure.com/m/4152//50731-how-do-i-make-an-announcement-in-a-course)
-  [Assignment Creation \(https://guides.instructure.com/m/4152//67003-how-do-i-create-an-assignment\)](https://guides.instructure.com/m/4152//67003-how-do-i-create-an-assignment)
-  [Assignment Creation w/external app \(https://guides.instructure.com/m/4152//501360-how-do-i-add-an-assignment-using-an-external-app\)](https://guides.instructure.com/m/4152//501360-how-do-i-add-an-assignment-using-an-external-app)
-  [Give Extra Credit \(https://guides.instructure.com/m/4152//78195-how-do-i-give-extra-credit-in-a-course\)](https://guides.instructure.com/m/4152//78195-how-do-i-give-extra-credit-in-a-course)
-  [Use Gradebook \(https://community.canvaslms.com/docs/DOC-10241\)](https://community.canvaslms.com/docs/DOC-10241)
-  [Enable New Gradebook \(media/EnablingNewGradebook.pdf\)](#)
-  [New Gradebook Features \(https://community.canvaslms.com/docs/DOC-13333-canvas-release-new-gradebook\)](https://community.canvaslms.com/docs/DOC-13333-canvas-release-new-gradebook)
-  [Use Course Files \(https://guides.instructure.com/m/4152//314203-how-do-i-use-files-as-an-instructor\)](https://guides.instructure.com/m/4152//314203-how-do-i-use-files-as-an-instructor)
-  [Randomize Quiz Questions \(https://guides.instructure.com/m/4152//98624-how-do-i-create-a-quiz-with-a-question-group-to-randomize-quiz-questions\)](https://guides.instructure.com/m/4152//98624-how-do-i-create-a-quiz-with-a-question-group-to-randomize-quiz-questions)
-  [Different Types of Quizzes \(https://guides.instructure.com/m/4152//724265-what-quiz-types-can-i-create-in-a-course\)](https://guides.instructure.com/m/4152//724265-what-quiz-types-can-i-create-in-a-course)
-  [Extending Time on a Quiz \(https://community.canvaslms.com/docs/DOC-13053\)](https://community.canvaslms.com/docs/DOC-13053)
-  [Create an ePortfolio \(https://guides.instructure.com/m/4152//720130-how-do-i-create-a-new-eportfolio-as-an-instructor\)](https://guides.instructure.com/m/4152//720130-how-do-i-create-a-new-eportfolio-as-an-instructor)
-  [More Canvas Guides \(https://guides.instructure.com/m/4152\)](https://guides.instructure.com/m/4152)
-  [Caption Your Youtube Videos \(http://youtu.be/cEFrUxE1hD0\)](http://youtu.be/cEFrUxE1hD0)
-  [3C Media Closed Captioned Instructions \(media/3CMediaClosedCaptioningInstructions.pdf\)](#)

To alleviate paperwork and time, we are requesting that you use 3C Media to submit your videos to be closed captioned (must upload the videos specifically to their website) to use 3C Media for closed captioning, you can go to: <http://www.3cmediasolutions.org> (<http://www.3cmediasolutions.org>)

Distance Education Policies


 DE Instructor Handbook (media/DEInstructorHandbook.pdf)


 DE Accessibility Guidelines (media/2011-DistanceEducationAccessibilityGuidelines.pdf)

 Policy for Online Classes (media/DEITC_guidelines_online_classes.pdf)

 Online Contact Policy (media/2014-OnlineContactPolicy.pdf)

Other Documents

 Pierce Wifi Map (media/new_pierce_map_111313.pdf)

 LAPC - Online Course Review Checklist (media/LAPC-Online Course Review Checklist.pdf)



Pierce
ONLINE



YUJA ENTERPRISE VIDEO TRAINING COURSE

Training Lead by:
YuJa Enterprise Video Customer Success Team

YuJa Basics

Wednesday, May 1 @ 10am
Tuesday, May 7th @ 2pm
Friday, May 17th @ 4pm
Wednesday, June 12th @ 8am

Training Objectives

- Learn the YuJa Software Capture
- Learn the different pedagogies with Canvas & YuJa
- Learn all the Media Management tools YuJa has to offer
- Learn all the options of student content distribution through YuJa

Beyond YuJa Basics

Tuesday, May 21st @ 4pm
Friday, May 24th @ 10 am
Wednesday, May 29th @ 2pm
Wednesday, June 19th @ 8am

Agenda

- Introduction to start on the YuJa Platform
- Objectives for YuJa rollout, training, and user acceptance testing (UAT)
- YuJa function demo and exercises
- Resources for integration and support



To join our digital training from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/598810774> (<https://cccconfer.zoom.us/j/598810774>)

Or iPhone one-tap (US Toll):

+16699006833,598810774# or +16468769923,598810774#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 598 810 774

International numbers available: <https://zoom.us/u/adrVZ6T471> (<https://zoom.us/u/adrVZ6T471>)

What would I need to do to teach online at Pierce College?

As approved by Pierce Academic Senate 2015, the following guidelines qualify you to teach online at Pierce College:

Prior to teaching online, all new online instructors shall attend and complete six hours of online pedagogy training and six hours of PierceOnLine CMS tools training which can be accomplished through:

- 1.) **Two courses** - Teaching Online. Teaching Online is offered four times a year free of charge to Pierce Faculty. If faculty want to get certified at a different time, they can fund themselves and take the course "Introduction to Online Teaching and Learning" directly from @one <https://catalog.onlinenetworkofeducators.org> (<https://catalog.onlinenetworkofeducators.org>) **AND** Introduction to Canvas Training - this is offered six times a year.
- 2.) a course/conference otherwise approved by the DEITC as comparable to the options listed above.
- 3.) a degree or certificate from accredited institution in educational technology, online curriculum **

How to Login to the new SIS Portal

In order to log into Canvas you must log into your new SIS Portal LACCD has recently upgraded our security and have changed the way student/faculty login to their account in the new SIS Portal. Therefore, all students/faculty passwords have been reset to a default temporary password.

PLEASE NOTE: Faculty should enter their Spring 2017 grades (and will need to enter their Summer 2017 grades) in the LACCD WebFaculty Instructor System and not the new LACCD Portal.

Employee Login Name and Default Password Format

1.) Go to the New SIS Portal (<https://goo.gl/ojuVUG>)

2.) Employee username is your SAP user ID or your @faculty.laccd.edu email address.

Example employee ID's: smithj or smithj@faculty.laccd.edu

3.) Employee default passwords will consist of:

8@ + the month of your birthdate (MM) + the first character of your last name (capitalized) + the last 4 digits of your SSN. For example, Joe Smith, who was born on August 9th, and has SSN xxx-xx-1234, his default password would be: 8@08S1234

4.) Once you have successfully logged in, you will be required to update your password.

Add a preferred email address:

If you don't want to check your LACCD email: community.canvaslms.com/docs/DOC-2894 (<https://community.canvaslms.com/docs/DOC-2894>)

Set your notification preferences:

View Step-By-Step Tutorial (<https://community.canvaslms.com/docs/DOC-1286>)

View Video Tutorial (<https://community.canvaslms.com/videos/1072>)

Learn to Use Canvas Video Link: community.canvaslms.com/videos/1124 (<https://community.canvaslms.com/videos/1124>)

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