

	Instructional Best Practices for Online Faculty
Blackboard Collaborate	Blackboard Collaborate is a tool for synchronous online collaboration. You can conduct and record online lectures, host office hours, set up group meeting spaces for students and more. Please contact Darci Adolf, <a href="mailto:dadolf@oregoncoastcc.org">dadolf@oregoncoastcc.org</a> , for more info.
Captioning	Captioning minutes are available with a very quick turnaround time. These minutes won't last forever, so contact your campus rep, Darci Adolf, now!
Films on Demand	Films on Demand is a streaming video collection that integrates with Canvas. You can choose from thousands of titles to embed directly in your course. Both the Master Academic Collection and Master Career and Technical Education Video Collection are available. Please call the Library at 541-867-8526 for the username and password.
Kaltura	Create and store videos accessible to students on all mobile devices. Kaltura integrates seamlessly in Canvas and is compatible with the captioning services above. Please contact Darci Adolf for more information.
Library Resources	Visit the <a href="#">OCCC Library website</a> to find more great resources for your students on citing, plagiarism, research help and styleguides.
Open Educational Resource Events	OERs are freely accessible, openly licensed materials useful for teaching, learning, and research. Learn more about the movement to share information, save students money and promote success at <a href="http://www.openoregon.org">www.openoregon.org</a>
Professional Organizations	Keep your ears and eyes open for more professional development for online instruction throughout the year. Also, please visit NW eLearn <a href="http://nwelearn.org">nwelearn.org</a> , Oregon Community College Distance Learning Association <a href="http://www.occdla.net">www.occdla.net</a> , and Quality Matters instructional designers <a href="https://ida.qualitymatters.org/">https://ida.qualitymatters.org/</a>
Quality Matters	Participate in Applying the QM Rubric course! This course gives you a framework to verify the design quality of your own course. Be watching your email for information on the next opportunity!

## What Works Best

What Works Well in Online Teaching at PCC:  
[http://www.pcc.edu/about/distance/wp-content/uploads/2013/02/WhatWorksWell\\_v2\\_FINAL-WEB\\_single.pdf](http://www.pcc.edu/about/distance/wp-content/uploads/2013/02/WhatWorksWell_v2_FINAL-WEB_single.pdf)

## Course management timeline

There are important tasks to take care of before, during and after each term. The following is a general timeline of responsibilities for distance instructors.

Looking for exact dates? Please review the [academic calendar](#).

Before Classes Begin	Respond to student email requests for course information and copies of the syllabus.
Week One	Be sure to engage your students in at least one assignment or significant course activity during the first week. Respond to student requests for late adds. Provide your first-week attendance report when asked.
Mid Term	Mid-term: Respond to requests for Mid-term Academic Progress reports (MAPs). Be sure to check in with your students before the midterm exam. Remind them about support services that are available (tutoring, office hours) and make sure they understand their current standing in the class.
End of Term	End of term: Encourage your students to fill out their course evaluations as soon as they receive them. Backup your course content for safe-keeping.

## Training and Tutorials

### New to Canvas?

- [OCCC Quick Start Guide](#)

- [View the Canvas Getting Started Guide: https://community.canvaslms.com/docs/DOC-2035](https://community.canvaslms.com/docs/DOC-2035)
- See the Canvas Instructor Video Guide: [https://community.canvaslms.com/docs/DOC-3891#jive\\_content\\_id\\_Instructors](https://community.canvaslms.com/docs/DOC-3891#jive_content_id_Instructors)
- [Watch all or part of the Lynda.com Tutorial: Up and Running with Canvas 2015 \(contact OCCC Library for Lynda.com access\).](#)
- Explore the comprehensive Canvas Instructor Guide: <http://guides.instructure.com/m/4152>

Recommended Reading from [Canvas Instructor Guide:](#)

### **Technical Needs**

Basic computer specifications for Canvas:

<http://guides.instructure.com/m/4152/l/82542-what-are-the-basic-computer-specifications-for-canvas>

Browsers supported by Canvas: <http://guides.instructure.com/m/4152/l/41056-which-browsers-does-canvas-support>

### **Profile and Preferences**

Edit your Profile: <http://guides.instructure.com/m/4152/l/75098-how-do-i-edit-my-profile>

Change your User Settings: <http://guides.instructure.com/m/4152/l/41957-how-do-i-change-my-user-settings>

Set your Notification Preferences: <http://guides.instructure.com/m/4152/l/73162-how-do-i-set-my-notification-preferences>

### **Canvas Basics**

How to use the **Dashboard**: <http://guides.instructure.com/m/4152/l/420619-how-do-i-use-the-dashboard-new-canvas-ui>

How to use the **Calendar**: <http://guides.instructure.com/m/4152/l/54669-how-do-i-use-the-calendar>

How to use the **Syllabus**: <http://guides.instructure.com/m/4152/l/55577-how-do-i-use-the-syllabus-as-an-instructor>

**Modules** and how do I use them: <http://guides.instructure.com/m/4152/l/55575-what-are-modules-for-instructors>

Creating an **Assignment**: <http://guides.instructure.com/m/4152/l/55573-what-are-assignments-for-instructors>

Creating a **Quiz**: <http://guides.instructure.com/m/4152/l/189607-what-are-quizzes-for-instructors>

**Discussions** and how to use them: <http://guides.instructure.com/m/4152/l/40312-what-are-discussions-for-instructors>

How to use your **Gradebook**: <http://guides.instructure.com/m/4152/l/220009-how-do-i-use-the-gradebook>

## The Canvas Learning Environment

- Join a group: share practices, network with peers, and collaborate on projects related to Canvas. The Higher Ed Group: <https://community.canvaslms.com/groups/higher-ed>
- Share an idea! <https://community.canvaslms.com/community/ideas>
- Find answers: <https://community.canvaslms.com/community/answers>

## Technical Support & Canvas Assistance

Where do I find Canvas?

<http://www.oregoncoastcc.org/staff-resources/>

### Where do I get my Canvas login and password?

If you haven't received your login information, contact one of the Canvas Admins or 24/7 Support Help Desk.

### How do I find my classes within Canvas once I am logged in?

Once you are logged into Canvas, select the "Courses" icon (left side bar) to view courses you are teaching.

Problems	Contacts	Email	Phone Number
For college Computers, the network, Canvas passwords	<u><a href="#">Orcotech</a></u>	<u><a href="mailto:Support@orcotech.com">Support@orcotech.com</a></u>	541-351-8947
Need to re-set your faculty Canvas password	College Canvas Admins	<u><a href="mailto:canvas@oregoncoastcc.org">canvas@oregoncoastcc.org</a></u>	
Contact Canvas 24/7 Support to receive direct information, or be redirected to the best place to find the answer to your question.	Canvas 24/7 Help Desk	Find the ? Icon in the bottom left of your course to contact Canvas. You will find email, phone, and chat features.	855-692-3646