

EDUC C094N: INTRODUCTION TO ONLINE LEARNING AND CANVAS

Item	Value
Curriculum Committee Approval Date	03/22/2024
Top Code	493013 - Academic Guidance
Units	0 Total Units
Hours	6 Total Hours (Lecture Hours 6)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Open Entry/Open Exit	No
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This course is the first class of a series of classes required for both the Online Learning Basics Certificate of Competency and Successful Online Learning Certificate of Competency. The course serves as a foundation to prepare students for successful online learning, ensuring access to technology tools needed as well as an orientation to online coursework formats. The course also introduces the navigation and functionality of the basic tools of online learning, including an online learning management system and live video conferencing software. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Explain the basic framework of online learning and navigate and use the basic features of key technology tools for online learning, including the learning management platform and videoconferencing software.
2. Identify resources outside of the classroom environment and evaluate their applicability to real online learning challenges.

Course Objectives

- 1. Explain online learning key terms, common misconceptions about online learning, and advantages and disadvantages of online learning formats.
- 2. Identify technology tools needed for online learning and how to access these tools.
- 3. Use the basic features of online learning management platforms, including changing settings, submitting assignments, engaging with a discussion board, sending messages, and using online proctoring software.
- 4. Actively engage in a meeting utilizing live videoconferencing software.

Lecture Content

Access Defining technology tools needed and how to access (Office 365, laptop loan, etc.) Accessing online portals OER and Zero Cost textbooks

Methods of protection from viruses, worms, and spyware Introduction to online learning Key terms: hybrid, synchronous, asynchronous When and where to start When online classes end Advantages disadvantages of online learning, common misconceptions Understanding your strengths and areas for growth Canvas Basic navigation Dashboard favoriting and view How to enable notifications and change settings Downloading the Canvas phone app Submitting assignments Using the discussion board (Post vs. reply) Inbox Using online proctoring software Videoconferencing software Zoom basic features Resources for online students Navigating through MyCCC to access Canvas, student email, and other information Online Distance Learning s FAQs and helpful information Canvas help and support Troubleshooting steps Evaluation

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Online Enhanced NC Lect (NC5)
- Live Online Enhanced NC Lect (NC9)

Instructional Techniques

A variety of instructional techniques will be used for the diverse skill levels and learning styles of the students. These may include lecture, practical skills demonstration, activity-based instruction, class discussions, collaborative learning, and facilitation of personal reflection. Opportunities for live coaching will be provided for students who need extra support.

Reading Assignments

Assigned readings may include textbook excerpts, online lectures, and outside web resources.

Writing Assignments

Writing assignments may include online discussions, short self-reflections, and responses to essay questions.

Out-of-class Assignments

Out-of-class assignments include performance tasks submitted using the features and functions of the Learning Management System and video conferencing software.

Demonstration of Critical Thinking

Students will be required at the outset to self-assess their skills and monitor their own learning throughout the course.

Required Writing, Problem Solving, Skills Demonstration

Regular tasks will be required of students to demonstrate they can successfully perform the typical skills required of distance learning students using the Learning Management System and videoconferencing software. Students will become familiar with distance learning resources that will help them to troubleshoot and problem solve common online learning challenges.

Eligible Disciplines

Education: Master's degree in education OR the equivalent. Master's degree required.

Other Resources

1. Online Learning Readiness Questionnaire or other online learning assessment tool
2. Canvas tutorials
3. Coastline Online Library resources
4. Online Distance Learning s FAQs and helpful information
5. Canvas help and support
6. OEI Online Learning Readiness Tutorial: Introduction to Online Learning
7. OEI Online Learning Readiness Tutorial: Getting

Tech Ready 8. OEI Online Learning Readiness Tutorial: Computer Readiness Test