



# December 2021 Newsletter



## Semester End Reminders



**REMEMBER!**

### Did you...



#### **Extend the Canvas course end date if needed?**

Students will *not* have access to submit assignments in Canvas past the last day of the semester on Friday 12/17 unless you extend the course end date. You must go into your course settings and extend the course end date *before* Saturday 12/18; on 12/18, you will not be able to edit course end dates or extend student access without submitting a Help Desk ticket.



#### **Enter zeros in the Canvas gradebook for missing assignments?**

Make sure you have zeros '0' entered for missing assignments (where students didn't submit an assignment). If you do not enter a grade in a student's gradebook column, Canvas will ignore the assignment in the final grade calculation. There is a missing submission policy that allows you to automatically assign zeros (if you like) for missing submissions, however this is best enabled at the beginning of the semester. If you enable this setting at the end of the semester or after a submission date passed, you will still need to manually enter a '0' in that column.



# Peralta Online Equity Training



**WHAT?** Professional development for faculty

**HOW?** Asynchronous on Canvas

**COST?** FREE, and faculty who complete the course with a passing grade of 80% or higher will be awarded a **\$500 stipend**.

**WHY?**

- To support student success and safety.
- To enhance your course design for inclusion and accessibility.
- To boost your knowledge, qualifications, and resume.

**WHEN?**

- Winter Session: 12/20/21 - 01/21/22 (deadline to sign up is 12/15)
- Spring Session: 02/07/22 - 03/11/22

**DETAILS:** The Peralta Online Equity Training (OET) is an opportunity for faculty to learn and apply the award-winning Peralta Online Equity Rubric to their courses. This online training course is a FREE 5-week training and all content is offered asynchronously (no mandatory meetings). All you need for the course is 5 hours a week, the internet, and a device with access to Canvas.

**[SIGN UP HERE!](#)**



## POCR Update



Page 3 of the [March 2021 Distance Education Newsletter](#) introduced what Peer Online Course Review (POCR) is, and how it benefits faculty and students alike. College of Alameda officially submitted our application to become a POCR certified campus and our first three courses for review. If approved, College of Alameda will be a fully certified local POCR campus and can award quality reviewed badges on behalf of the California Virtual Campus (CVC). The POCR process is an *optional* professional development opportunity for online faculty, and stipends will be available for participation.



### Learn More about POCR

- [Peer Online Course Review](#)
- [Local POCR Resource Center](#)
- [The ABC's of Online Course Design free Self-Paced Course](#)
- [Tips for Aligning Courses](#)

If you are interested in aligning a course(s) to the [CVC Rubric](#) and/or being a POCR reviewer, please fill out the form below.

**[POCR INTEREST FORM](#)**



## Grading Time-Saving Tips



Looking for ways to maximize efficiency when it comes to grading? Consider the questions below as you **set a comfortable grading workload in your course** and manage realistic time constraints:

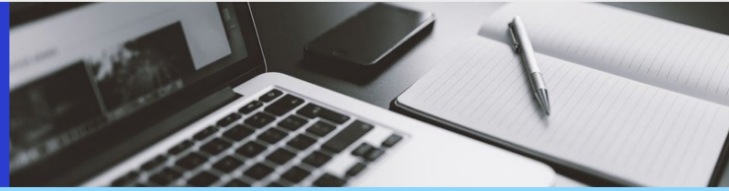
- Can time-intensive assignments be replaced with more efficient ones that target learning objectives?
- Is there a way to modify assessments that challenge students without over-burdening you as the instructor? For example, is there content that would lend itself to student-run debates or discussion?
- Can a six page paper be reduced to four pages and still meet learning objectives? It takes less time to read four pages than six, and reinforces the importance of conciseness to students.
- Are there assignments without rubrics? Can current rubrics be improved to streamline grading? Clear rubrics, especially those embedded in Canvas, help students meet expectations and reduce grading.
- Would audio or video feedback be helpful?
- Can you create a library of common grade comments and feedback to copy, paste, and individualize as necessary for students?

Tips adapted from [11 Strategies for Managing Your Online Courses](#)

### More Time-Saving Tips

- [Best Practices for Grading](#)
- [Best Practices for Saving Time](#)
- [Supporting Accessibility](#)
- [Preventing Cheating & Promoting Academic Integrity](#)





## See you in Spring 2022!



Add the meeting invites linked below to your calendar!

### **Distance Education Community of Practice**

Join your Distance Education colleagues in a monthly community of practice session. The goal is to create space for faculty to collaborate regularly, share distance education practices, and advance individual and college goals.

- **WHEN: 1st Wednesdays from 12:30PM - 1:30PM.** The dates for Spring semester are Wednesday 2/2/22, Wednesday 3/2/22, Wednesday 4/6/22, and Wednesday 5/4/22.
- **WHERE: <https://cccconfer.zoom.us/my/distance.education>**
- **[Click this link to add the meeting to your calendar.](#)**

### **College of Alameda Distance Education Committee**

The Distance Education Committee is charged with reviewing and recommending policies, procedures, and practices to achieve academic excellence and success for online students. Learn more on the [DE Committee website](#).

- **WHEN: 3rd Wednesdays from 12:30PM - 1:30PM.** The dates for Spring semester are Wednesday 2/16/22, Wednesday 3/16/22, Wednesday 4/20/22, and Wednesday 5/18/22.
- **WHERE: <https://cccconfer.zoom.us/my/distance.education>**
- **[Click this link to add the meeting to your calendar.](#)**