**LMC Instructional Continuity Plan for Remote Course Delivery**

**LMC DE Committee and Training Team**

Due to the emergency disruption of existing course delivery, LMC’s Distance Education committee and training team are making plans for face-to-face, hybrid, and fully online transition. Instructors, students, and staff have options to ensure continuity of teaching and learning. We have included information regarding technology, training resources, and support services below.

**Face-to-Face Instruction Contingency Plan:**

Create your plan to temporarily deliver instruction online. Use the​ ​LMC Canvas learning management system (LMS). ​All classes have a Canvas shell that can be accessed through [LMC’s website](https://www.losmedanos.edu/onlineclasses/index.aspx).

Here are the steps:

1. Make sure your Canvas site is published.
2. Decide how you will deliver your course online. Will it be synchronous? (For example, meeting during your regularly scheduled class time through Zoom conferencing in Canvas.) Will it be asynchronous? (You use pre-recorded lectures and/or other online learning activities via Canvas modules.) Or will you use a combination of the two?
3. Review the **Technology Resources** that follow for guidance for delivering instruction online and examples.
4. Make a communication plan to inform students how you will continue to communicate with them via Canvas and/or email. See the **Communication Plan** that follows.
5. Ask students to have a plan to access Canvas at home (e.g. smartphone, tablet, laptop, desktop computer). Please plan to accommodate students who may experience difficulties due to the emergency.
6. Identify course materials your students will need access to during the emergency period (e.g. syllabus, readings, assignments, handouts, slideshows, etc.). Please upload these materials to Canvas and let your students know where to find this information.
7. Please note that all class content needs to be accessible to students with disabilities in your class when you post it. View the **​Accessibility Resources**​ that follow ​for more information.
8. View additional **Technology Support for Instructors​** and **​Technology Support for Students**​.

**Hybrid Instructor Contingency Plan:**

Create a plan to move your course content fully online temporarily. This serves to leverage your published Canvas site with additional instruction for students. Be sure to:

1. Make a communication plan. Tell students that in the event of an emergency, instruction/communication from you will continue via Canvas. See the **Communication Plan** that follows​.
2. Please plan to accommodate students who may experience difficulties due to the emergency.
3. Review the **Technology Resources** that follow for guidance for delivery of instruction online and departmental specific examples.

**Fully Online Instructor Contingency Plan:**

Online courses can continue as usual. However, please be sure to:

1. Communicate with students that online instruction will continue even if campus facilities are closed.
2. Please plan to accommodate students who may experience difficulties due to the emergency.

**Technology Resources:**

|  |  |
| --- | --- |
| **I want to...** | **Learn how to...** |
| Create a Canvas Course | Use the LMC CTE-OEI Template in Canvas  [LMC CTE OEI Template Orientation Video](https://4cd.techsmithrelay.com/5boc) |
| Communicate with Students | [Post Canvas Announcements](https://community.canvaslms.com/videos/1090-announcements-overview-instructors)  [Use Chat](https://community.canvaslms.com/videos/1098-chat-overview-instructors) in Canvas  Use Canvas Inbox |
| Share Materials with Students | [Add a Module](file:///C:\Users\guthr\Downloads\How%20do%20I%20Add%20Module%3f) in Canvas |
| Live Lecture/Live Office Hours | [Get Started with ConferZoom, Southwestern College](https://www.youtube.com/watch?v=B0Lf526VA1g&feature=youtu.be)  [Stay Connected with Zoom, Foothill College](https://foothillcollege.instructure.com/courses/11970) |
| Pre-record a Lectures | [Use Screencast-O-Matic, San Diego Mesa College](https://sdccd.instructure.com/courses/2106437/pages/screencastomatic-master-badge) |
| Create Collaborative Activities | [Use Canvas Discussions](https://community.canvaslms.com/videos/1109-discussions-overview-instructors)  [Use Canvas for Collaborations](https://community.canvaslms.com/videos/1099-collaborations-overview-instructors)  Use Hypothesis  Use GoogleDocs |
| Collect Student Work | [Create Assignments in Canvas](https://community.canvaslms.com/docs/DOC-9873-415267003) |
| Give Assessments | [Use](https://community.canvaslms.com/videos/1118-quizzes-overview-instructors) Canvas Quizzes  Honorlock (online training TBD)  Turnitin |
| Give Feedback | * [Use the Canvas Gradebook](https://community.canvaslms.com/videos/4325-gradebook-overview)   [Use the SpeedGrader](https://community.canvaslms.com/videos/1119-speedgrader-overview-instructors) |

**Technology Support for Instructors:**

Many resources are available to support you during this transition.

Follow these instructions to log in to Canvas and access your courses:

1. Go directly to the [LMC Portal](https://losmedanos.instructure.com) or login to [InSite](https://m.4cd.edu/) and select the Canvas tile from your InSite dashboard.
2. Authenticate using your InSite username and password. After logging in, you will see the current semester's courses on your Canvas Dashboard.
3. Access your complete list of previous, current, and future courses by selecting the Courses link in the Global Navigation menu.

Best practice is to use the most current version of your favorite browser with Canvas. If you are using Canvas on your office or classroom computer and need help updating your browser(s), submit an [IT Helpdesk ticket](https://contracosta.sysaidit.com/).

#### Related Guides & Resources

* [Which browsers does Canvas support?](https://community.canvaslms.com/docs/DOC-10720-which-browsers-does-canvas-support)
* [What are the basic computer specifications for Canvas?](https://community.canvaslms.com/docs/DOC-10721-what-are-the-basic-computer-specifications-for-canvas)
* [How do I allow pop-ups for Canvas in my browser?](https://community.canvaslms.com/docs/DOC-18060-679521179057)

### Go Mobile

Accessing Canvas on the go? Download the Canvas mobile apps from the Google Play Store (Android) or the App Store (iOS). These provide quick access to updating course content, sending announcements and messages, grading, and participating in discussions.

* [Canvas Teacher for Android](https://play.google.com/store/apps/details?id=com.instructure.teacher&hl=en_US)
* [Canvas Teacher for iOS](https://apps.apple.com/us/app/canvas-teacher/id1257834464)

### Related Guides & Resources

* [Canvas Teacher for Android Guide](https://community.canvaslms.com/docs/DOC-11920-canvas-teacher-android-guide-table-of-contents)
* [Canvas Teacher for iOS Guide](https://community.canvaslms.com/docs/DOC-11933-canvas-teacher-ios-guide-table-of-contents)
* [Canvas Teacher Mobile Features](https://s3.amazonaws.com/tr-learncanvas/docs/Mobile_CanvasTeacher.pdf)

**Technology Support for Students:**

You may have students who need help accessing or navigating the technology.

Make sure your Canvas courses are ready! Use the following checklist to create a stress-free Canvas experience for your students.

**Canvas checklist**: Did you publish your course before the start date? Is your gradebook set up correctly? Review this checklist, complete with links to helpful Canvas guides.

**Know how to use Canvas:** Learn enough about Canvas to do general course building. Use the resources listed in the Canvas Training and Support section of this page to get started with Canvas.

**Show your students how to use Canvas:** Do not assume your students know how to use Canvas! Each instructor organizes their Canvas course differently. It is crucial to show your students how to navigate and use your Canvas course. Consider adding the following Canvas resources for students in your course:

* [Canvas Video Guide (Students)](https://community.canvaslms.com/docs/DOC-3891#jive_content_id_Students) - covers commonly used Canvas tools such as assignments, calendar, communication, discussions, grades, and quizzes.
* [Canvas Student Getting Started Guide](http://guides.instructure.com/m/8470)
* [Canvas Student Guide](https://guides.instructure.com/m/4212) - Complete list of all student guides.
* [Canvas by Instructure App Guide (Android and iOS)](https://community.canvaslms.com/docs/DOC-4048)
* 24/7 Canvas Support - Remind students to call 844-303-5587 for Canvas support. Canvas 24-7 Faculty Help Desk:​ 833-221-746

**Accessibility Resources**​ ​(View self-paced training materials to make sure your online content is accessible to all students.)

**LMC DE Support, Policy Support Documents attached**: Staff Development training (see email of March 13th 7am)

**Scheduling Technology Support:** <https://www.losmedanos.edu/edtech/>

**Communication Plan:**

Please note that during this time, our support staff are experiencing a high volume of emails and calls. To help direct your question to the right place:

For immediate help with Canvas: Call the ​**Canvas 24-7 Faculty Helpline:**​ 833-221-7464

* For additional Canvas course set-up/troubleshooting, contact:
  + Courtney Diputado, [CDiputado@losmedanos.edu](mailto:CDiputado@losmedanos.edu)
  + New ID hire, Robert (new hire as of today- information forthcoming)
* For Network, InSite, ​and password support​, contact:
  + For​ District IT Help Desk: ​[IT-Help@4cd.edu](mailto:IT-Help@4cd.edu)
  + LMC IT Help Desk: ​[helpdesk@lmc.edu](mailto:helpdesk@lmc.edu)
* For policy and pedagogy questions related to online delivery, contact:
  + Laurie Huffman, Distance Education Coordinator, [Lhuffman@losmedanos.edu](mailto:Lhuffman@losmedanos.edu)
  + Sophia Ramirez, Distance Education Co-Chair, [SRamirez@losmedanos.edu](mailto:SRamirez@losmedanos.edu)
  + Luis Zúnga, Distance Education, Co-Chair, [LZuniga@losmedanos.edu](mailto:LZuniga@losmedanos.edu)
* For questions about accessibility, contact:
  + Ginny Richards, VRichards@losmedanos.edu

Self-Paced Trainings-Making your course accessible

[**https://catalog.onlinenetworkofeducators.org/browse/accessibility**](https://catalog.onlinenetworkofeducators.org/browse/accessibility)

* For questions about academic policy during the emergency, contact:
  + Department Deans
  + Your ​department chair, DE Coordinator, DE Chairs, CVC/OEI Pathways Mentors and DE Training Team:
  + Brentwood Center: Aprill Nogarrd, Scott Hubbard, Matt Striker, Sophia Ramirez
  + Pittsburg Campus: Courtney Diputado Luis Zuniga, Laurie Huffman, Jennifer Smith, Janith Norman, Chris McGill, Heidi Lawton, William Beers and Veronica Turrigiano

**How Can I Make My Course Accessible?** **Designing Your Course Content With Accessibility in Mind- Please Contact the DE Committee Training Team for More Information:**

**Accessibility –This means that documents must be formatted to work with screen reader software, videos must contain captions, and audio files must have transcripts.**

* Links to content off campus, such as YouTube videos or documents, must also be accessible. Please check for accurate captions on any video format and for transcripts of audio files.
* Please understand that while DSPS can answer questions on this technology, it cannot aid with the conversion on such short notice.
* For these reasons, the following formats are preferred: Canvas, LMC email, MS Word, PowerPoint.
* PDF is not preferred as many of these documents are not accessible by screen reading software.
* Be cautious about using media and software outside of these formats, which may not be accessible to all students.

* Testing – For exams administered through canvas or online:  DSPS students who receive extra time will need an adjustment in the Canvas software if the assessment has a time limit.  Students receiving testing accommodations such as extra time for exams can contact Jennifer Garcia if students need DSPS testing accommodation forms sent to the instructors.
* Note taking – For most teaching modalities – PowerPoint, Word docs, Canvas discussion boards, those with a written record – note taking should not be necessary. For those that simulate a classroom, such as videos or zoom meetings, a transcript or recording will be necessary. Instructors may also post their own lecture notes, if they prefer.  Zoom has the ability to record and provide some captions.

* Alternate media – While DSPS typically assists with converting materials to alternate media, it cannot promise rapid turnaround of documents given the likely high demand. Instructors can assist greatly in this by ensuring that materials posted online are created in accessible formats. For these purposes, Word docs and PowerPoints are preferred over PDFs, which often cannot be interpreted by screen readers.

**How Can Deans and Department Chairs Help- Remember Your Librarians are ONLINE for assistance and guidance for your students**

Encourage faculty to get training on Canvas and ConferZoom early.

* Have a plan to work with faculty who may face challenges moving their curriculum content online.
* Upon any emergency closure, we recommend hosting an emergency department meeting via ConferZoom.
* Have a plan for a substitute to step in if an instructor falls ill or is unable to continue instruction.

Student Responsibilities During Emergency Campus Disruptions

To minimize the disruption to students who are progressing through coursework, the following list of instructions can help students take part in courses without interruption:

* Please check your​ InSite email daily to receive important updates from the college and instructors.
* Log into the [LMC Portal](https://losmedanos.instructure.com) with your InSite username and password. Verify that your instructors have published their courses. (If you do not see one of your courses, please reach out to your instructor via ​LMC InSite email​.)
* Prepare to use Zoom​, as your instructor may use videoconferencing to conduct their courses.
* Instructors may make changes to the syllabus due to the emergency. Expect to receive communication about those changes, along with instructions for how to complete learning activities during the emergency.
* There may be circumstances where you are unable to make timely progress on part of your work. (For example, no access to power or Internet, or a need to care for children whose schools are closed, etc.) ​First, check to see if your instructor has sent any guidance for these situations via email or other course documents. It may be that accommodation has already been made. ​​If not, or if you are unsure if the existing accommodation is appropriate for your situation, communicate with the instructor in a timely manner regarding any needed accommodation.
* DSPS partners with instructors to ensure students' disability accommodations are provided. Visit ​[DSPS Support Services](https://www.losmedanos.edu/dsps/index.aspx)​​ to learn more about accessing specific accommodations like captioning, note-taking, or extended time on assessments.
* You can access free, online tutoring through ​NetTutor​ in your Canvas courses.