**Successful online teaching requires following a number of state/federal policies around student contact and attendance that are different for online classes compared to face-to-face classes.**

Please initial each of the following statements, so that we can document that each faculty member accepting an assignment to teach an online course is knowledgeable about these rules and requirements.  At any time, if you need additional support, please contact Cañada's Faculty Distance Education Coordinator or Instructional Technologist.

_____1) Faculty teaching online classes must have regular access to a reliable internet connection and possess the necessary training in online pedagogy and use of Canvas, either through Cañada's Quality Online Learning & Teaching (QOLT) Training, on-campus activities, @One, or another approved or accredited program.

_____2) Faculty are responsible for the same course administrative functions as those teaching in a traditional classroom, including following the course outline of record, choosing books and curriculum, verifying course rosters, adding students, and entering grades.  Faculty are responsible for creating and loading syllabi, assignments, exams/quizzes and calendars to the course website.

_____3) SMCCCD requires that faculty use their smccd.edu email account as the primary contact for students and to ensure student authentication, faculty are required to use the district provided Canvas shell as the only entry to their online course.

_____4) Faculty should *never* give out their Canvas log-in information (user name and password) to anyone. This specifically includes technology support for third-party and/or publisher course materials and add-ons. District-provided Canvas support will not ask for this information.

_____5) Should a faculty member be interested in integrating publisher content into their Canvas course, they should first review the SMCCCD Approved Vendor List (coming soon), and then contact Cañada's Instructional Technologist to determine whether this publisher's materials have been reviewed and approved for use.

_____6) The US Department of Education requires that regular and effective contact between students and faculty take place in all online courses. The Cañada College faculty distance education handbook outlines best practices for regular and effective contact.   Faculty are responsible for organizing their online courses to meet this requirement.

_____7) To protect institutions from financial aid fraud, instructors <u>must</u> drop students based on whether they are actively completing course activities, such as assignments, assessments, posting on discussion forums, etc. – and not just "logging in."  Participation (and instructor-initiated drop) policies must be clarified in the syllabus. See the Cañada DE Handbook for a sample statement.

_____8) Faculty are responsible for ensuring that their online courses meet the requirements for accessibility. For more information, please refer to the OEI Accessibility Support website (http://ccconlineed.org/).  Videos should be captioned, images should include descriptions (alternate text) and documents should be structured with appropriate headings.

_____9) For accreditation and faculty evaluation, evaluators must be allowed guest entry into an online course. For more information, please refer to AFT 1493 website.

Instructor: _____Semester: _____ Course: _____CRN: _____