

Modified Online Training Recommendation for High School Referral (HSR) Faculty

Noncredit faculty will develop a training that would only be used for faculty who teach online courses in the HSR program, which are customized to meet their unique needs. The HSR program uses Canvas course shells that have been pre-designed and fully developed with coursework. Therefore, the training for HSR faculty focuses more on navigating and teaching with Canvas rather than Canvas course design.

Topics	Time	Training
Content presentation and course navigation	30 minutes	Information on using pre-created shells in Canvas, delivering an independent study course online in a unique learning environment, overseeing student meetings via Zoom, working with open entry/exit students.
Accessibility	1.5 hours	Accessibility, particularly emphasizing areas of the pre-created course shell that can be customized (e.g. Announcements).
State and Federal Regulations 1. Regular Substantive Interaction (RSI) 2. Parent Interaction	1.5 hours	State and Federal Regulations around RSI, working with minors and communicating with parents in an online format, meeting High School State Standards, as well as NAACP and CSU/UC A-G requirements, and meeting Mt. SAC curriculum standards.
Mt. SAC Course Outline of Record Familiarization	30 minutes	Familiarizing faculty with course content including topics, measurable objectives, methods of evaluation, and sample assignments.
Mt. SAC Course Syllabus Requirements	30 minutes	Review Mt. SAC syllabus outlining which parts can be customized and which parts are required components.
Grading and Assessments	1 hour	Issuing high school credits and grades, as well as working in collaboration with our high school counselors.
Edmentum use and integration	2 hours	Integrating the external tool utilized by the HSR program, as well as learning how to navigate that external tool through its own website, which is separate from Canvas.
Noncredit Distance Education Attendance Collection	30 minutes	Information on mandatory, weekly Zoom meetings with students and how this can be effectively recorded for attendance (e.g. gradebook), as well as tutorial on running Canvas reports.

Out of class assignments for this training would include:

- Creating an orientation letter or video for students
- Completing Canvas quizzes on ADA compliance and State and Federal Regulations
- Creating two course announcements that are ADA compliant
- Modeling writing a Canvas inbox message
- Replying to student discussion board posts to demonstrate RSI