This Week on the Ohlone eCampus

Week of January 11, 2021

Focus Topic: Semester Start Up

We're setting up the eWeekly a little differently this week in an effort to provide you with as many resources as possible in one place to minimize the amount of searching you have to do as you prepare for the new semester. Let us know if there is additional information you would like us to publish in the two weeks prior to the start of the semester.

Updates on Processes and Policies

- **Captions** – new process for requesting captions effective December 2020
- **New RCE** – the New Rich Content Editor has been turned on. You may see some differences as you begin building your pages, quizzes, assignments, and more. You may find the most significant differences in how you embed images, upload/record media and the ability to add a horizontal line without going into the HTML.
- **eCampus Help Requests** – Use the Canvas Support for Faculty form to request the following assistance:
  - **Office Hour Shell** request– If you have multiple courses and would like to hold office hours for all students on the same day/hour, eCampus can create an Office Hour shell for you. Please note that shells will be populated the first week of courses to reflect the enrollment at that time. As your rosters change, your office hour shell **will not**. Use the same form to **update** the enrollment of your office hour shell.
  - **Student Consent to be Recorded** – If you want to record your Zoom lectures so students can review them at a later time, students will need to sign a Consent to be Recorded form. The form includes an option for them to opt out of having their image/voice recorded by turning off their camera and contributing to class discussions through alternative means (e.g. chat). eCampus has created a form that can be loaded into your course shell as a survey so students will be advised of their options. If you have questions about this form, please contact eCampus. If you would like to request the form be loaded into your course, complete this form.
- **Syllabus language** – A document with recommended syllabus language can be found on the eCampus Faculty Resources Website. You'll find suggested wording for the following:
  - Technology Tips and Support – includes information on testing the UP speed on your computer

- o   Where to find assistance with getting a Wi-Fi Hotspot, Chromebook, laptop and more.
- o   Students Requiring Accommodations
- o   Canvas Resources (including preferred browsers for best performance)
- o   Student email
- o   Standards of Student Conduct
- o   Academic Integrity
- o   Mental health and Stress Management
- **Publish Your Course**. Students will not be able to see your course on their Dashboard in Canvas until you have [published it](#). Many students like to check out a course, see what resources are needed and read over the syllabus prior to the first day of class. Students officially have access to *published* courses beginning Sunday, January 17 at 5:00 pm.
- **Welcome your students**. Best practices include extending a warm welcome to your students about a week before the start of the semester.
- **Run the Link validator**. Use the [Validate Links in Content tool in Canvas](#) to make sure students can access all of the materials you have placed in your course.
- **Update zoom.** The latest version of Zoom is 5.4.7 (as of January 10, 2020). To see if your Zoom is up to date, [check your Zoom version number](#).
- **Update your device**. Check programs (launch zoom), and check headsets and microphones to make sure they are synced and working with your computer. You might want to check your internet speed using [Speedtest by Ookla - The Global Broadband Speed Test.](#) If your UP speed is less than 5mbps, please contact IT Support to request a hotspot. (It is a good idea to share this tip with your students as well.)
- **Promote Student Orientations** – Orientations to Ohlone, Canvas and more will be offered on Tuesday 1/19/21 from 4-5 and Wednesday 1/27/21 from 12:00 – 1:00. Please encourage your students to attend, especially if they are new to Ohlone.

If only there were a Checklist!

If you are looking for a little more comprehensive guidance for the new semester, check out this [Beginning of Semester Checklist.](#) This list has been added to the [Online Faculty Teaching Resources](#) Home Page as well.

Office Hours

The eCampus Team is busy clearing paths and making arts and crafts projects with our Winter Campers this week but we'd love to answer your questions. Send us an email and we'll reach out during camp breaks. During Learning College Week (January 19, 20 and 21) we'll have open drop-in sessions **Tuesday through Thursday from 9:00 -11:00 am and again from 1:00 -3:00 pm.** The meeting links will be available on the [eCampus Workshops webpage](#). Can't make those times, email eCampus, let us know your question and when you would like to meet, and we'll do our best to accommodate your schedule.

Meditation for the New Year

There is a lot going on right now. If you find you are getting caught up in what is happening all around us - in the news, in our country, in the world – you are not alone. Sometimes it is helpful to ground yourself in your breath as you are confronted by information that may cause a reaction. [A Guided Meditation to Ground Yourself](#) is a gentle practice that may help you use the breath to become grounded so you can observe without reacting or adding judgement.