



This Week on the Ohlone eCampus

WEEK OF AUGUST 17, 2020

Welcome letter to students

A bit nervous about the start of Fall semester when we won't be gathering on campus, unlocking the door to your classroom or lab? Students are likely apprehensive as well and waiting for your cue. One tool used in DE to prepare students to return to virtual campus is the "Welcome Letter". The welcome letter helps students know up front what the expectations for the course will be. It is also a great way to let the students know that you are ready to get started and eager to meet them. It allows them to reach out to you before the semester starts with questions or concerns they may have.

Sample Welcome Letters

You will want to use your own voice and cover your own content, but sometimes it is nice to see what others have done. Here are two sample welcome letters to get you started.

- [Sample Welcome Letter for Fully Online Course](#)
- [Sample Welcome Letter for Synchronous Class](#)

This article discusses [4 Easy Ways to Welcome Students to Your Online Course](#). Even if you already have a welcome letter, you may find it helpful.

Feeling courageous? How about trying a welcome video to help humanize your course? Check out [this self-paced, quick lesson on welcome videos](#) created by online guru Michelle Pacansky-Brock. This was a part of the 3-Day Humanizing Challenge held this past week. Just follow the instructions for creating and embedding the video in your course.

Considerations

- Waitlisted students do not and will not have access to Canvas.
- Include the letter as an attachment to one of your first Canvas announcements for those students who register after you sent your letter and for easy reference for all students.
- Coordinate opening of your course shell and your welcome letter. (Default opening once course is published by instructor = Sunday, 8/23 at 5 pm). Is your home page ready?

Checklist


Ready? Set? Check? Here's a list of items the DE Committee put together (based on the OEI Rubric and best practices) to help you make sure you've got all the t's crossed and l's dotted.

Welcome and Orientation

1. Instructor initiates contact prior to or at the beginning of the course.
2. Instructor welcomes the students to the course in some way.
3. The course provides an orientation on how to navigate your online course.
4. There is an early online activity requiring a student response that should be completed during the first three days from the course start date and prior to the No Show drop deadline.

Minimum Qualifications Trainings (MQT)

Confirmation emails have been sent to all registrants. If you believe you have registered but have not received a confirmation email, please [email eCampus](#). Only three MQT sessions remain. [Register soon!](#)



MQT Sessions this Week

Session	Monday	Tuesday	Wednesday	Thursday
8.17P	6:30 – 8:30 pm	6:30 – 8:30 pm	6:30 – 8:30 pm	

Enter the training session through the ConferZoom link in the MQT Canvas Course.

Make It – Take It Sessions this Week Ramping Up!

Hands on workshops that will demonstrate a topic and then provide time for you to apply what you have learned with a trainer standing by to help if you encounter problems. You “make it” and then “take it” with you to your Canvas course shell.

Day	Time	Topic	Facilitator	Zoom link
Tues 8/18	2:00 – 2:50 pm	Canvas- Creating Effective Rubrics	Robin	Meeting Link
Tues 8/18	3:00 – 3:50 pm	Zoom Breakout Rooms – Practice Being Host	Robin	Meeting Link
Tues 8/18	4:00 – 4:50 pm	Make Your PowerPoints Accessible	Robin	Meeting Link
Wed 8/19	3:00 – 3:50 pm	Canvas: Engaging with Video Using Canvas Studio	Mary	Meeting Link
Thurs 8/20	9:00 – 9:50 am	Canvas – Using the Accessibility Checker	Jackie	Meeting Link
Thurs 8/20	10:00 – 10:50 am	Canvas – Using Canvas Studio	Mary	Meeting Link
Thurs 8/20	11:00 – 11:50 am	Canvas – Create Pages with the New Rich Content Editor	Mary	Meeting Link

General Office Hours this Week

Open Office Hours provide an opportunity for you to ask your questions and get real time help from our eCampus team

Day	Date	Time	Facilitator	Zoom link
Saturday	8/15	3:00 – 4:15 pm	Jackie	Meeting Link
Saturday	8/15	5:30 – 6:45 pm	Jackie	Meeting Link
Sunday	8/16	3:30 – 5:30 pm	Mary	Meeting Link
Monday	8/17	9:00 – 10:00 am	Mary	Meeting Link
Monday	8/17	10:00 – 11:15 am	Jackie	Meeting Link
Tuesday	8/18	9:00 – 10:00 am	Mary	Meeting Link
Tuesday	8/18	10:00 – 11:15 am	Jackie	Meeting Link
Wednesday	8/19	9:00 – 11:00 am	Mary	Meeting Link
Thursday	8/20	11:00 am – 12:15 pm	Jackie	Meeting Link
Friday	8/21	1:00 – 2:15 pm	Jackie	Meeting Link
Saturday	8/22	3:00 – 4:30 pm	Jackie	Meeting Link
Saturday	8/22	6:30 – 7:45 pm	Jackie	Meeting Link

Distance Education Addendum Help Sessions

Robin will be online to answer your questions as you attempt to complete the DE Addendum.

Day	Date	Time	Facilitator	Zoom link
Wednesday	8/19	11:30 am – 12:30 pm	Robin	Meeting Link

Coming Next Week: **Zoom Tips**