

BEEdA COVID-19 Message Digest

March 20th through March 27th

This document will be used as a digest to catalogue all messages sent from the BEEdA office at SBCTC to the ABEDir listserv.

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Compliance

March 23 - BEdA Compliance Update

Hello to You All,

I hope that you are well as we work through this difficult time.

A number of good questions and ideas have been coming in from providers around the best way to continue to serve students and stay in compliance as our programs suspend operations and practice social distancing. We thought that it might be helpful to share these ideas with the whole group. We will do this periodically throughout the pandemic closure.

This guidance email is broken into three sections. First changes you can make that will be allowable when normal operations resume, second, clarification of process during suspended operations, and finally, announcements.

I. Allowable Process Changes

- o Electronic Files: Providers are allowed to keep student files electronically as long as the files are searchable, secure, and regularly backed up. If you move in this direction, it is best to talk with your organization's IT Department to find out what is allowable and supported at your institution and continue to follow the Records Retention Schedule. Let us know if you have any questions about what needs to be kept, especially if it is not directly covered in the BEdA Handbook section on Student Records. Please contact Scott Toscano with questions.
- o WABERS+ Forms at a Distance: There are a variety of ways that programs can work with students to complete the WABERS+ Intake Form that is not face-to-face.
 - a. The form can be completed through a phone interview with a staff member. On the signature line of the form, you would record "Phone Interview" and the completing staff member would also print and sign their name. **This option does not require WABERS+ Helpdesk approval.**
 - b. The form can be emailed to students to complete. The student can then email the completed form back. Providers would want to keep both the form and the email it came in as documentation. **This option does not require WABERS+ Helpdesk approval.**
 - c. A fillable document in a software supported by your organization (Microsoft Office 365, Google forms, etc.) is another option. Since students would need to be logged into their assigned accounts to complete the form, this would suffice for the verification the student provided the answers. Please note: WABERS+ Intake Forms re-created as fillable documents need to be submitted to the WABERS+ Helpdesk for review and approval. This is a very quick process. *(Additionally, if more providers move to electronic WABERS+ Intake Form collection that stores the data, a programming change in WABERS+ could allow for an Intake data upload, a benefit of this kind of shift.)*

II. Allowable During Suspended Operations Only

- Attendance: As a point of clarification, any face-to-face class that needs to shift to a distance education instructional model due to suspended operations can count that attendance and enter it as face-to-face. Programs should document their process and retain in their records for monitoring purposes. Also, these courses should remain coded as face-to-face classes in SMS and WABERS+ to avoid having Distance Education classes with exclusively face-to-face attendance. Any classes normally offered as Distance Education should follow normal Distance Education policy and process.

III. Announcements

- WABERS+ Snapshot Date Unchanged: Currently there is no plan to push back the WABERS+ Snapshot. It is still scheduled for April 9, 2020.

Please do not hesitate to contact us if you have questions or need assistance.

Please stay safe and healthy.

Troy Goracke

March 25 - Guidance On Using Post Test Results

Hello All,

I hope everyone is well.

We wanted to share some guidance on how to utilize CASAS test results for students shared by multiple providers.

Providers may use CASAS test results from another provider in the following situations:

- Tests from another provider that are still considered valid according to the [Carry-Over Dates for PoPs](#) chart can be used as pre-tests.
- Tests given as post-tests by one provider may be used another provider when the following is true
 - When a student is concurrently enrolled with both providers during a quarter
 - The post-test given is in the same subject the student received instruction in at your site, and the student has reached 45 hours of instruction in that subject area
 - Alternate CASAS form numbers were used (cannot be Same Test in Sequence)

When using a test record from another provider, you will manually enter the test record into WABERS+. You must maintain an audit trail of the source of the test record. Therefore, you may print or store a screenshot of the WABERS+ Statewide Search Result showing the original test record from the other provider or you may obtain a TOPSpro report from the other provider showing the test results.

Please contact Scott Toscano with questions.

Technology/Open Educational Resources

March 24 - Panopto Training Resources

Good Morning,

I hope you are all doing well! Below is an email from Alissa Sells that provides the recording link for the Panopto Creator Webinar held last Thursday, as well as many other Panopto Resources. If you have any questions about Panopto or the resources provided, you can email Alissa (asells@sbctc.edu). You can also direct general eLearning questions to eLearning@sbctc.edu.

Best,

Jodi

Training Resources

Panopto Creator Training Webinar

- [Webinar Recording](#) – a one hour recording of the Panopto Creator Training for SBCTC held on Wednesday, 3/19
- [SBCTC Panopto FAQ](#) – document contains answers to frequently asked questions during the webinar
- [SBCTC Additional Questions](#) – document contains answers to additional questions asked during the training webinar

Other Panopto Resources

- [Panopto Support Center](#) – page contains links to Panopto support documentation, video tutorials, and forums
- [Getting Started Guide](#) – page contains a collection of resources for getting started with Panopto
- [Forum Tips and Tricks](#) – page contains questions and Answers from Panopto's Tips & Tricks forum
- [Video Tutorials](#) – page contains links to a variety of "how-to" Panopto video tutorials
- [Panopto Community](#) – search the Panopto Community for answers to questions you may have

Must See "How-to" Videos

- [How to Use Panopto with Canvas](#)
- [Download and Install Panopto for Windows](#)
- [Download and Install Panopto for Mac](#)
- [Recording with Panopto for Windows](#)
- [How to Record with Panopto for Mac](#)
- [Getting Started: Record a Video](#)
- [Getting Started: Edit a Video](#)
- [Getting Started: Share a Video](#)
- [Creating Folders and Subfolders](#)
- [Viewing a Video](#)
- [Searching Inside Videos](#)
- [How to add a Quiz to a Video](#)

March 24 - Yes You Can-vas! Training Resource

Hi All,

Below is an email from Alissa Sells that provides the recording link for the Yes you Can-Vas Webinar held last week, as well as many other Canvas Resources including a link to the Mobile Guide. If you have any questions about Canvas or the resources provided, you can email Alissa (asells@sbctc.edu). You can also direct general eLearning questions to eLearning@sbctc.edu.

Stay well!

Jodi

Training Resources

Yes you Can-vas! Training Webinar

- [Webinar Recording](#) – a three hour recording of the Yes you Can-vas! webinar held on Friday, 3/20

SBCTC Resources

- [Canvas 101 \(Public\)](#) – an unfacilitated public Canvas classroom containing SBCTC’s Canvas 101 content
- [Canvas 101 Training Sign-up](#) – a link to SBCTC’s training registration page

Top 3 MVP Canvas Skills

As you get started moving your course online, the 3 most valuable skills you can learn in Canvas are:

- How to use the Canvas Guides
 - Wondering how to do something in Canvas? Look it up in the easy to use Canvas Guides. Watch this [Canvas Guides Overview \(Community\)](#) video to learn more!
- How to search the Canvas Community
 - You are not alone! Find out what others are asking and if anyone has already found an answer to your question. Watch the [Canvas Community Overview \(Community\)](#) and [Find Answers \(Community\)](#) videos to learn more!
- How to share & search for shared content in Canvas Commons
 - Why reinvent the wheel when you can adopt or adapt a pre-existing course? If you already have an online course developed, consider sharing your course in Commons for others to use. Watch this [Canvas Commons Overview \(Instructors\)](#) video to learn more!

Canvas Guides

- [Canvas Guides](#) – a collection of Canvas how-to’s from Instructure
 - [Instructor Guides](#) – text-based Canvas resources for faculty
 - [Student Guides](#) – text-based Canvas resources for students
 - [Video Guide](#) – captioned Canvas how-to videos for everyone
 - [Mobile Guide](#) – text-based resources for mobile users and for designing mobile-friendly courses
 - [Community Guides](#) – text-based resources for using the Canvas Community
 - [Commons Guides](#) – text-based resources for sharing and adopting course materials in Canvas Commons

Must See “How-to” Videos

- [User Settings & Profile Picture \(All Users\)](#)
- [Canvas Help Resources \(All Users\)](#)
- [Conversations Overview \(All Users\)](#)
- [Notification Preferences \(All Users\)](#)
- [Rich Content Editor \(All Users\)](#)
- [Canvas Overview \(Instructors\)](#)
- [Courses: Creation & Management \(Instructors\)](#)
- [Course Settings \(Instructors\)](#)
- [Announcements Overview \(Instructors\)](#)
- [Modules Overview \(Instructors\)](#)
- [Pages Overview \(Instructors\)](#)
- [Discussions Overview \(Instructors\)](#)
- [Assignments Overview \(Instructors\)](#)
- [Rubrics Overview \(Instructors\)](#)
- [Quizzes Overview \(Instructors\)](#)
- [Gradebook Overview \(Instructors\)](#)
- [SpeedGrader Overview \(Instructors\)](#)

March 25 - For Faculty Who Are Overwhelmed

KISS Your Spring Quarter 2020: “Lifeboat” Strategies to Get Your Classes Online

Are you a faculty member feeling the following?

- **Completely Overwhelmed:** *How do I convert what I do in my physical classroom into an online classroom?*
- **Lack of Concrete Ideas:** *I’m not sure where to start or what exactly to do.*
- **Concern for Students:** *My students didn’t sign up for this! They might not have access to technology; they might not be comfortable with technology; what if they have kids at home or are completely stressed out about their basic survival?*
- **Concern for YOU!:** *My learning curve on this is HUGE! I’m in survival mode here. Plus I have kids at home!*

Obviously, if you’ve never taught online before, you’re not expected to magically produce a perfect fully online course in 2 weeks-- even under ideal circumstances (which, obviously, these are not).

As one faculty member put it, “This is a ‘lifeboat’ situation.”

However, there are ways to address the challenges above: let’s call them “Lifeboat” Strategies.

KISS Your Online Class

You know the expression KISS ... **Keep it Super Simple!**

Instructional designer and tenured Green River faculty member Marc Barrington will walk you through designing your first two weeks online with "Lifeboat" and KISS in mind.

During this interactive workshop, you will learn how to:

- Set up the first week of spring quarter to orient your students (and yourself!) to online learning;
- Foster student motivation through building their academic confidence and sense of belonging;
- Access modules and resources for students that you can "Plug N Play" (or modify accordingly);
- Design the second week of learning in ways that won't overwhelm your students ... or you!

You'll leave with a plan to get your first two weeks of instruction up and running, no matter what learning management system (LMS) you choose. We'll also build in time for "rapid prototyping," feedback, and questions.

This workshop is designed for faculty from all three mission areas: BEdA, Prof-Tech, and Academic-Transfer.

Schedule

- Friday, March 27th, 9AM to 10AM
- Monday, March 30th, 11AM to 12:00 PM
- Wednesday, April 1st, 2PM to 3PM

Access

No need to register!

Just login to Jen's Zoom Room: <https://zoom.us/j/3948042446>

Questions?

Contact Jen Whetham at jwhetham@sbctc.edu