

Colorado Online @ Instructor Orientation



COLORADO
COMMUNITY COLLEGE SYSTEM

For instructors teaching Colorado Online @ pooled sections
August 15, 2023



Welcome to Colorado Online!

- Goals of Colorado Online
- Types of Colorado Online sections
- Pooled teaching sections require common course materials, new CCCS Online library
- View required course materials and optional teaching resource shells
- Student support services and contact information
- Important dates, and reporting no-shows
- Accessing your roster and entering grades
- Resources for Help with Your Course
- Course readiness checklist
- Q&A

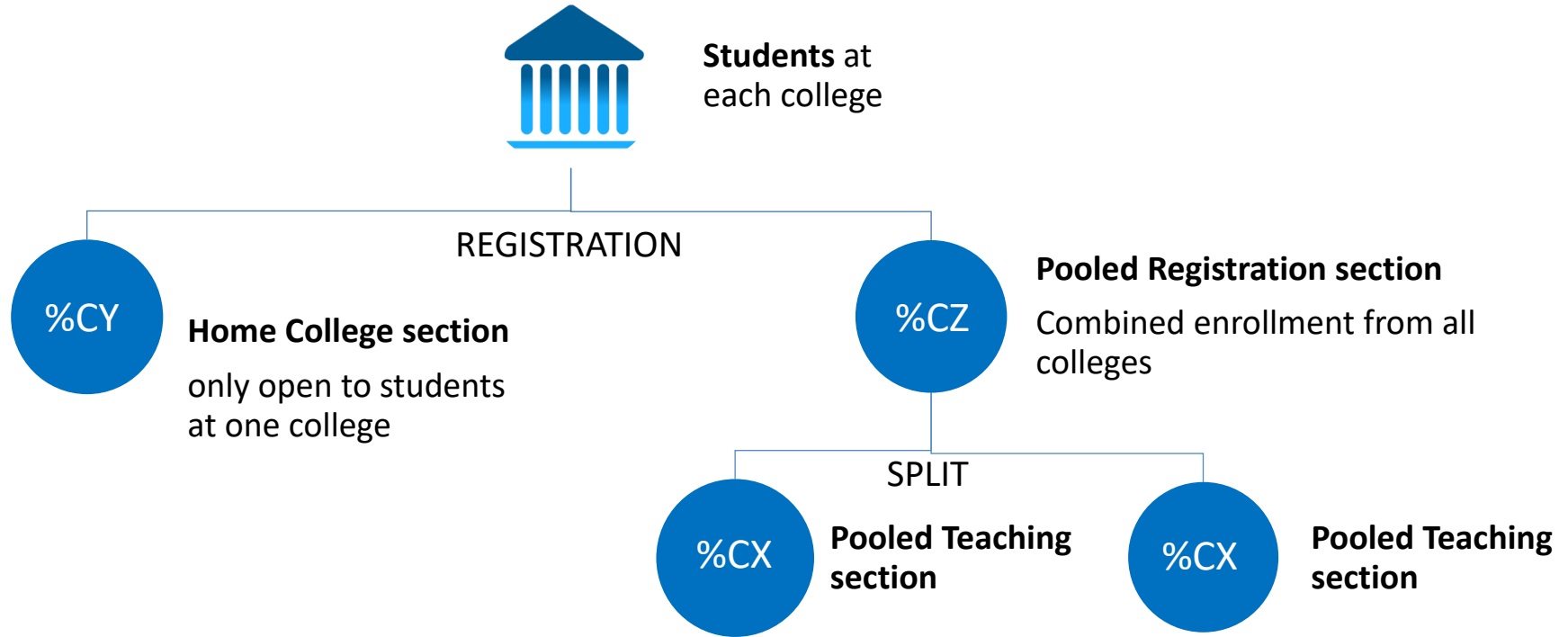


Colorado Online @ Consortium Model Goals

Rationale	Goals
<ul style="list-style-type: none">• Meet student needs	<ul style="list-style-type: none">• Ensure equity of access & success• Improve ease of use for students
<ul style="list-style-type: none">• Compliance with accreditation criteria	<ul style="list-style-type: none">• College oversight, improve efficiency, leverage existing state online investments
<ul style="list-style-type: none">• Growing student demand for online learning	<ul style="list-style-type: none">• Increase capacity, grow enrollment• Offer more fully online programs• Increase workforce & noncredit options• Attract new markets
<ul style="list-style-type: none">• Economic ability to serve current & future students	<ul style="list-style-type: none">• Reduce internal competition, become more competitive externally• Increase revenue, improve use of resources at a lower cost to students
<ul style="list-style-type: none">• Support existing CCCS efforts	<ul style="list-style-type: none">• Expand opportunities via technology



Colorado Online @ Types of Sections



Library Resources

- Starting Summer 2023, students and faculty at all CCCS colleges have access to the shared online library.
- If you plan to use a course from a previous semester, all links need to point to the CCCS Library, so be sure to check your course.
- Please join Marcus Elmore, CCCS Access Services Librarian, for a [live webinar](#) on identifying links which need to be updated and the process for doing so. An overview of the new online library and discovery service will be included. (*Access recording on Sharepoint*)
- Thursday, August 17th, 8:30-9:30 a.m. [Session link](#)



Pooled Teaching Sections use Common Course Materials

- Students from all 13 colleges may enroll in Pooled sections
- Federal regulations require listing specific course materials (textbooks, labkits, etc.) and their costs so that students have that information when they register
- All teaching sections of pooled courses use course materials selected by state discipline faculty.
- See the list of materials and get copy access to optional Teaching Resource Shells in D2L at:

<https://at.ccconline.org/coursematerials/>



View of Required Materials and Teaching Resources

<https://at.ccconline.org/coursematerials/>

Use the dropdowns below to see the list of the required course materials for your course, and request access to a D2L teaching resource shell you can use to help you build your own course section. *If you see your course listed, it is not one of the courses transitioning to Colorado Online through Fall 2023. Spring 2024 courses will be added at a later date.*

Selected Discipline ART	Selected Course Number 1110
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Required Course Materials for Students

The state discipline faculty have selected the following required course materials for use in all pooled sections of this course. These materials are listed, along with their cost, when students register for the course (per the [Higher Education Opportunity Act, 2008](#)). **Instructions for how to integrate any required digital materials into your online course are included in the Faculty/Instructor Notes area of the provided resource shell.**

ART1110 Art Appreciation: AH1

Transition Term: Summer 2023


Materials List

(OER) Assorted OER - no single main eText

Teaching Resources

Use of the following resource is optional. It has been identified to help you build your own online course. By requesting access, you will be able to [copy some, all, or none of the content into your own course shell in D2L](#). You can then customize it as you wish.

- Click the *i* (information) icon to learn more about the type of resource that is provided.
- As you review teaching resources, you are encouraged to start by reviewing all information provided in the hidden Faculty/Instructor Notes Module under the Content tool and then review other elements of the course.

Common Course Framework 

Enroll



Different types of Teaching Resource Shells

- **State Discipline Submitted Course Shell.** This is an existing D2L shell identified by state discipline faculty as a resource for instructors. The resource is provided as-is and may not be fully accessible. Where possible, feedback on certain criteria of the Healthy Course Checklist is provided: basic learner guidance, assessment of measurable outcomes, alignment with common course learning outcomes (CCNS), and accessibility. *
- **CCCS Supplied Course Shell.** This is an existing CCCOnline D2L shell that was supplied by CCCS. The resource is provided as-is and may not be fully accessible. Where possible, feedback on certain criteria of the Healthy Course Checklist is provided in the form of a course readiness report: basic learner guidance, assessment of measurable outcomes, alignment with common course learning outcomes (CCNS), and accessibility. *
- **Ready-to-Teach Course Shell.** This online course shell has been developed and reviewed by state discipline faculty across colleges using the collaborative learning design process. It uses the required materials for pooled sections (listed above) and has been reviewed for alignment with CCCNS guidelines, the Healthy Course Checklist, and accessibility requirements. *
- **Common Course Framework.** This course shell includes instructions on how to apply the Common Course Framework in your online course. There is no specific course content. *

* **All readiness reports can be found in the hidden Faculty/Instructor Notes Module under the Content tool. ALL shells will be in different states of readiness. Thus, some shells will be blank forms or may have little content. This is based on what was submitted or supplied by your discipline as a shell. Questions regarding your shells, should be referred back to your State Discipline Chair and/or your local Learning Design team first.**



Student Support Services

Service	Contact Info
24x7 Help Desk (D2L and technology support included)	http://help.cccs.edu 1-888-800-9198
Tutoring (provided online through TutorMe)	Use direct link in D2L
Library	https://cccs.libguides.com/librarycentral Email: cccolibrarian.online@cccs.edu
Student Support Team / Online Success Liaisons	Email: studentsuccess@cccs.edu Toll Free: 1-844-878-2764



Important dates for Colorado Online sections

Event	15-week	1st 7-week	10-week term	2nd 7-week
Students placed into Teaching sections	8/16/2023	8/16/2023	9/20/2023	10/11/2023
First day of classes	8/21/2023	8/21/2023	9/25/2023	10/16/2023
Census1 / enter no-shows	9/6/2023	8/29/2023	10/4/2023	10/24/2023
Census2 / withdrawal date	11/16/2023	9/28/2023	11/27/2023	12/1/2023
Last day of classes	12/10/2023	10/8/2023	12/10/2023	12/10/2023
Enter grades	12/13/2023	10/11/2023	12/13/2023	12/13/2023



Report No-Shows

- Students who do not participate in an academic manner need to be reported for non-attendance no later than Census 1 so that they can be dropped from the class.
- Logging into an online course or only posting an introduction does not count as attendance.
- Be sure to include information in your syllabus.

Example

Students establish attendance in online and real-time remote courses by completing an academic activity based on course content. As defined by the Federal Department of Education, merely logging into the course site or introducing oneself to the class does not count as attendance. Some examples of successfully attending class include participation in a content-related discussion in the MyCourses discussion board or in WebEx/Zoom, taking a quiz, submitting an assignment, or contacting your instructor with a content related question. Students who have not participated by 11:59 PM on the deadline date will be dropped. Similarly, the last date of academic attendance must be reported to Financial Aid for students who do not earn a D or better; students who have not been in regular attendance may experience financial aid ramifications.



Viewing Your Roster and Gradebook

- The roster for your pooled teaching section will be available in Banner once the sectionizer runs (~August 17, 2023)
- Grades will also be entered directly in Banner using the same processes you would for your campus-based courses.



Portal dashboard – Colorado Online functions



[Faculty Detail Schedule](#)



[Summary Class List](#)



[Post Midterm Grades](#)



[Post Final Grades/No Shows](#)



[Post Final Grades/No Shows for Colorado Online](#)



[MyCourses \(D2L\)](#)



[Colorado Online Resources](#)



[D2L Archive](#)



[Student Records](#)



[View Advisee List](#)



[Look Up Classes/Class Search](#)



[Common Course Number System](#)



[LOR](#)



More Resources for Help with Your Course

- Your home college is your first and priority resource as you reach out for help. However, if you need assistance outside of what your college offers, CCCS support options are available.
- PD course for Pooled Section instructors: The [Colorado Online Professional Development Faculty Resources](#) course is designed to help faculty and instructors prepare a pooled section for Fall 2023, and assist them with online course essentials, which include tech support and accessibility. **This course will be accessible to pooled instructors on Thursday, late afternoon, August 10, 2023. Others may self-enroll the following week.**
- General self-access technical support is accessible at the [CCCS Knowledgebase](#).
- Extended night and evening technical support is available for faculty/instructors:
 - For 24x7 Support Desk assistance, call 1-888-800-9198 or request help at <http://help.cccs.edu>.
 - NOTE: faculty and Instructors may also contact extended-hour tier 2 support (5pm – 9pm M – F and 8am – 5pm S/S) directly by calling (720) 858-2900 or e-mailing at.support.online@cccs.edu. Tier 2 (advanced knowledge of technologies) is usually the type of help instructors need.
- [Colorado Online Pooled Course Readiness Checklist](#)



Course Readiness Checklist

- Use the [Colorado Online Pooled Course Readiness Checklist](#)
- Word doc you can download [also in Faculty Resources course]

COLORADO ONLINE POOLED COURSE READINESS CHECKLIST

The *Course Readiness Checklist* is intended to guide instructors through a series of checks to ensure that the course is ready for the start of the semester. Your home college may have a preferred course setup for you to follow; otherwise, we recommend you use this checklist as a guide.

All four types of course shells available as Teaching Resources, can be used with modifications made by the instructor. Refer to the [CCCS Knowledge Base](#) for information on how to make updates in D2L. Common course layout helps students know what to expect from each course and how to navigate the course content.

FACULTY / INSTRUCTOR NOTES MODULE
<input type="checkbox"/> Review the Faculty/Instructor Notes module if available, which provides course specific instructions, guidance for use, answer keys, and lists any updates made by the Learning Design team to the most recent version of the shell. *The resource is provided as-is and may not be fully accessible. Where possible, feedback on certain criteria of the Healthy Course Checklist is provided: basic learner guidance, assessment of measurable outcomes, alignment with common course learning outcomes (CCNS), and accessibility. You will find the Readiness Check, when available, in the Faculty/Instructor Notes module. PLEASE READ!!!
DATES
<input type="checkbox"/> Module/Unit/Week dates are added to titles of main content sections/modules
<input type="checkbox"/> Course schedule dates are updated
<input type="checkbox"/> Discussion tool dates are updated
<input type="checkbox"/> Assignment dates are updated
<input type="checkbox"/> Quiz tool dates are updated
<input type="checkbox"/> All other dates, as applicable, are updated
COURSE HOME
<input type="checkbox"/> Announcements edited as necessary



Q&A

Stay up to date on the transition to Colorado Online

- Info Sessions (8:00 am every other Wednesday starting August 30)
- Monthly email updates from Executive Sponsor, Landon Pirius
- Updates from college leadership and project / committee reps
- [Inside Colorado Online](https://insidecoloradoonline.cccs.edu) (<https://insidecoloradoonline.cccs.edu>)
 - Bi-weekly updates, FAQs, virtual suggestion box
 - Member lists for Project Teams, Subcommittees, and the Online Faculty and Instructor Advisory Committee
- [CCCS Colorado Online SharePoint](#) for documents (course section distribution, enrollment reports, course materials selections, etc.) -- Access must be approved at first login
- Contact us!
 - Executive Sponsor, Landon Pirius – landon.pirius@cccs.edu
 - Project Director, Tammy Vercauteren – tammy.vercauteren@cccs.edu
 - Project Coordinator, Chin Ya Russell – chinya.russell@cccs.edu