

# Colorado Online @ Instructor Orientation



**COLORADO**  
COMMUNITY COLLEGE SYSTEM

For instructors teaching Colorado Online @ pooled sections, Spring  
2024



# 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, including how to handle multiple spring breaks and reporting no-shows
- Accessing your roster and entering grades
- Resources for help with your course
- Course readiness checklist
- Q&A

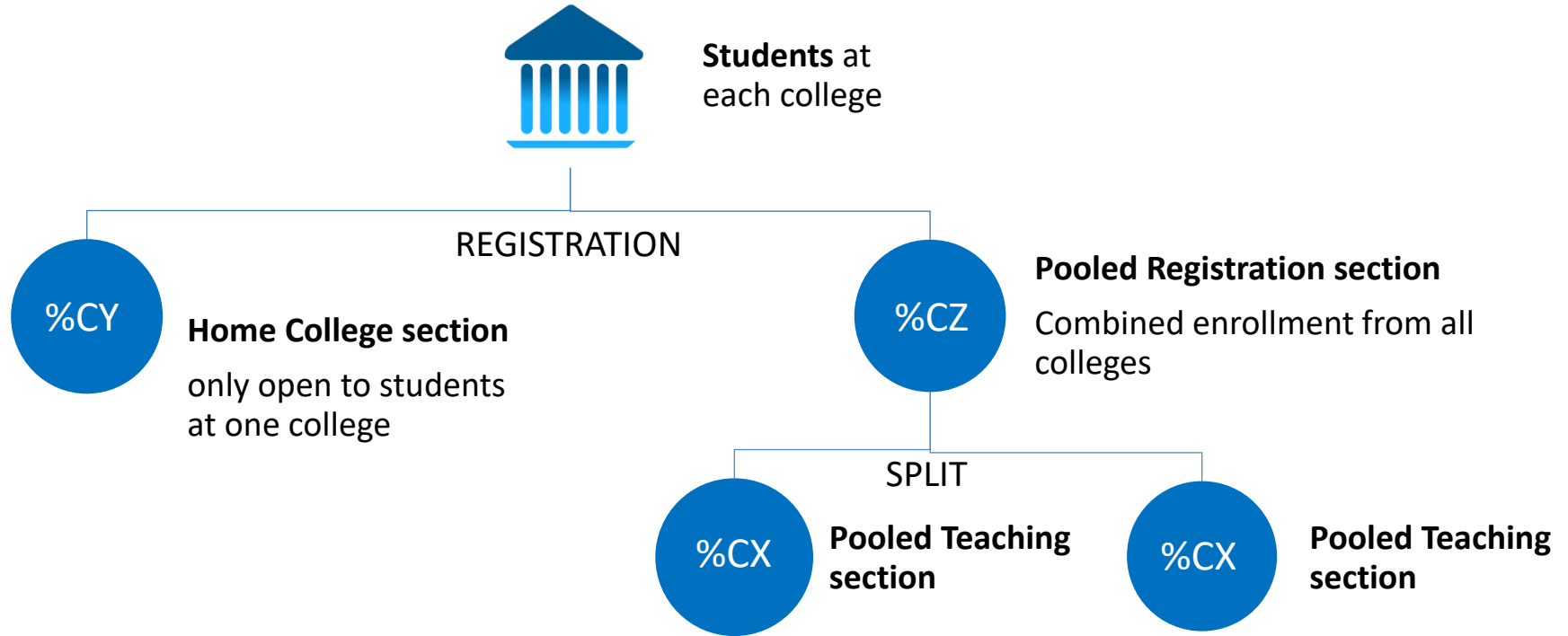


# Colorado Online @ Consortium Model Goals

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



# Colorado Online @ Types of Sections



# 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.cccs.edu/coursematerials>



# 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.
- [Access this webinar recording](#) in which Marcus Elmore, CCCS Access Services Librarian, illustrates how to identify links which need to be updated and the process for doing so. An overview of the new online library and discovery service is included. (*Access recording on Sharepoint*)



# Course Materials and Teaching Resources Dashboard

<https://at.cccs.edu/coursematerials>



**COLORADO**  
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## Colorado Online Course Materials and Teaching Resource Dashboard

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. *All courses transitioning to Colorado Online through Spring 2024 will be included on the dashboard. If you do not see your course listed, the information is still being finalized and will be updated shortly.*

Selected Discipline

ECE

Selected Course Number

2641

### Common 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 publisher materials into your online course are included in the Faculty/Instructor Notes area of the Ready to Teach shells and Common Course Framework. Open Education Resources and eTextbook integration varies. Please consult your institution for proper integration instructions.**

ECE2641 Creativity and the Young Child

Transition Term: Fall 2023

Materials List

Assorted OER Collection



# Course Materials and Teaching Resources Dashboard cont.

## Teaching Resources

The following resources have been identified to help you build your own online course. Use of the following resources is optional. Availability and type of teaching resources provided may vary from course to course.

MyCourses (D2L) Shell(s)



Additional Resources



## Teaching Resources

The following resources have been identified to help you build your own online course. Use of the following resources is optional. Availability and type of teaching resources provided may vary from course to course.

MyCourses (D2L) Shell(s)



State Discipline Submitted Course Shell



Shared Course Shells



Common Course Framework



Additional Resources





# Types of Teaching Resources

- **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 in the form of a course readiness report.
- **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.
- **Ready-to-Teach Course Shell:** This online course shell has been developed and reviewed by state discipline faculty across colleges using a 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.



# Types of Teaching Resources cont.

- **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.
- **Shared Course Shell:** Faculty / Instructors from across CCCS are invited to share full courses matching the state discipline selected course materials with their CCCS colleges. These resources are 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.
- **Course Readiness Reports: can be found in the hidden Faculty/Instructor Notes Module under the Content tool.** Course shells are in different states of readiness (e.g. some shells may have little content, while others are fully developed). This is based on what was submitted or supplied. Questions regarding your shells, should be referred to your State Discipline Chair and/or your local Learning Design team first.



# Types of Teaching Resources cont.

- **Additional Resources:** Additional teaching resources that have been identified and submitted by state discipline faculty have been made available in the Colorado Online Professional Development Faculty Resources [MyCourses \(D2L\) shell](#).
  - These items may include Sample Course Syllabi, Individual Learning Objects and in some cases a Course Blueprint. **Note:** *Not all courses have additional teaching resources that have been shared.*
  - Additional resources are provided "as-is" and may not be fully accessible. No feedback or readiness check is provided.
  - All assigned to teach a Colorado Online pooled teaching section are automatically added to the PD resource shell.
    - If you do not have access, you can enroll via [Colorado Online Professional Development Enrollment Form](#).

Help grow this collection by [submitting course shells to share](#) with your CCCS colleagues



# Student Support Services

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



## Important dates for Colorado Online pooled sections

Event	15-week	1st 7-week	10-week term	2nd 7-week
Students placed into Teaching sections	1/9/24	1/9/24	2/13/24	3/12/24
First day of classes	1/16/24	1/16/24	2/19/24	3/18/24
Census1 / enter no-shows	1/31/24	1/24/24	2/29/24	3/26/24
Census2 / withdrawal date	4/11/24	2/23/24	4/22/24	4/26/24
Last day of classes	5/5/24	3/3/24	5/5/24	5/5/24
Enter grades	5/8/24	3/6/24	5/8/24	5/8/24



**Spring Break Schedules: (1) 3/11-3/17/24; (2) 3/18-3/24/24; (3) 3/25-3/31/24**



# Floating Spring Break

Colleges in the CCCS have three different Spring Breaks for 2024.

- First Spring Break: March 11-17
- Second Spring Break: March 18-24
- Third Spring Break: March 25-31

See Scheduling Job Aids in the PD Resources course ([Preparing your Course Section module](#))



# One Way to Design For Multiple Spring Breaks

- ✓ **Design for equity!** Students and teacher should take the Spring Break that works best for them.
- ✓ **Design for learning!** A Spring Break scheme doesn't need to undermine learning.
- ✓ **Design for clarity!** Students need to understand the Spring Break scheme well before Spring Break.

Use 3-calendar weeks to accomplish 2-weeks of coursework with deliverables due by March 29<sup>th</sup>.

- Teacher and students take the break of their choice, and they will always have 2-calendar weeks to complete 2-weeks of coursework.
- Students can also choose to spread out these 2-weeks of work over 3-calendar weeks if that works better for them.

<b>Week 8</b>	3	4	5	6	7	8	9
-----	10	11	12	13	14	15	16
<b>Weeks 9 -10</b>	17	18	19	20	21	22	23
<b>3 Spring Breaks</b>	24	25	26	27	28	29	30

Week 9-10 deliverables due by March 29<sup>th</sup>



# 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.





# FAQ: Course Policies, Releasing Grade Information

*Q. Which Academic Integrity Policy should I use in my pooled course?*

This policy should adhere to the offering college's Academic Integrity policy (CO Online does not have a formal shared policy).

*Q. How should I release grade information about my own students to student services of different colleges?*

You may redirect/forward any grade requests from the colleges to [StudentSuccess@cccs.edu](mailto:StudentSuccess@cccs.edu). The central student affairs team then can provide that information to the student service team at the student's home college.

*Q. Where is the CO Online syllabus?/What must I include?*

Currently, CO Online does not have a common syllabus, so please follow your college and department guidance.



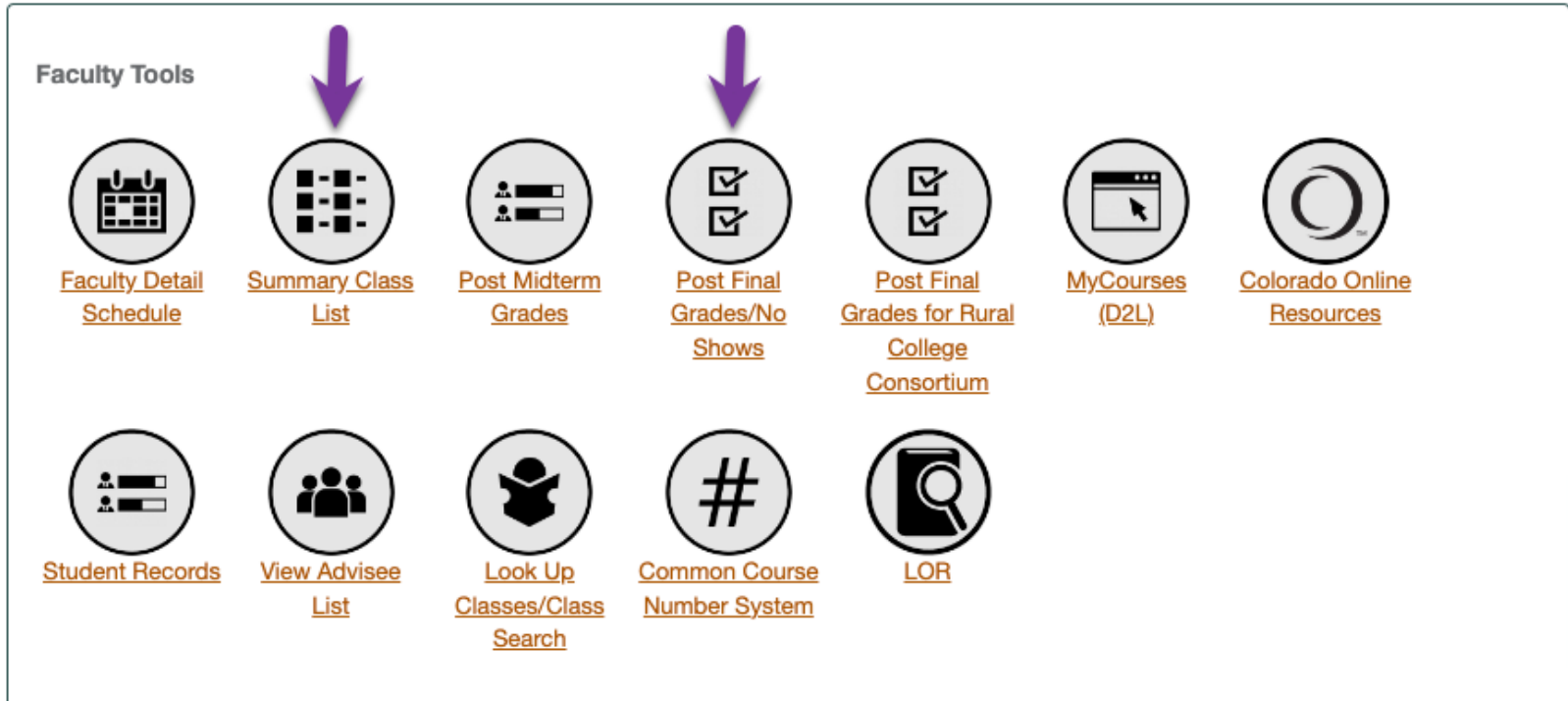
# Viewing Your Roster and Gradebook













- The roster for your pooled teaching section will be available in Banner once the sectionizer runs (~5 days before the class starts)
- Enter grades directly in Banner using the same processes you use for your campus-based courses.



# Portal dashboard – Colorado Online functions

**Faculty Tools**



 <a href="#">Faculty Detail Schedule</a>	 <a href="#">Summary Class List</a>	 <a href="#">Post Midterm Grades</a>	 <a href="#">Post Final Grades/No Shows</a>	 <a href="#">Post Final Grades for Rural College Consortium</a>	 <a href="#">MyCourses (D2L)</a>	 <a href="#">Colorado Online Resources</a>
 <a href="#">Student Records</a>	 <a href="#">View Advisee List</a>	 <a href="#">Look Up Classes/Class Search</a>	 <a href="#">Common Course Number System</a>	 <a href="#">LOR</a>		



# Each college has its own portal

- ACC: [myportal.cccs.edu/acc](http://myportal.cccs.edu/acc)
- CNCC: [myportal.cccs.edu/cncc](http://myportal.cccs.edu/cncc)
- CCA: [myportal.cccs.edu/cca](http://myportal.cccs.edu/cca)
- CCD: [myportal.cccs.edu/ccd](http://myportal.cccs.edu/ccd)
- FRCC: [myportal.cccs.edu/frcc](http://myportal.cccs.edu/frcc)
- LCC: [myportal.cccs.edu/lcc](http://myportal.cccs.edu/lcc)
- MCC: [myportal.cccs.edu/mcc](http://myportal.cccs.edu/mcc)
- NJC: [myportal.cccs.edu/njc](http://myportal.cccs.edu/njc)
- OC: [myportal.cccs.edu/ojc](http://myportal.cccs.edu/ojc)  
*(This is still correct)*
- PCC: [myportal.cccs.edu/pcc](http://myportal.cccs.edu/pcc)
- PPSC: [myportal.cccs.edu/ppcc](http://myportal.cccs.edu/ppcc) *(This is still correct)*
- RRCC: [myportal.cccs.edu/rrcc](http://myportal.cccs.edu/rrcc)
- TSC: [myportal.cccs.edu/tsjc](http://myportal.cccs.edu/tsjc)  
*(This is still correct)*



# Colorado Online Student Resources in D2L

Course Home Content Assignments Discussions Quizzes Grades Classlist More Tools Resources

ANT1001X01 Cultural Anthropology: SS3 (G Wallen-Sena) FA23

- System Check
- 24x7 Support Desk
- Online Library
- TutorMe (CCCS)

**Every Colorado Online pooled courses has a link to an online tutoring service (TutorMe), 24x7 Support Desk and Online Library.**



# 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.***

## Asynchronous, Self-Access Options:

- **Quick Bite videos:**

[Overview of Colorado Online Pooled Course Navigation and Homepage \(2:15\)](#); [CCCS Library: Updating Library Links \(19:27\)](#);  
[Building Your Course from the Ground Up: Quick Tour \(4:17\)](#); [Colorado Online PD Faculty Resources: Quick Tour \(4:48\)](#)

- **Self-access PD courses** for faculty/instructors (coursework **self-directed** and **voluntary**):

- [Colorado Online Professional Development Faculty Resources \(self-enroll link\)](#)

- designed to help faculty and instructors prepare a pooled section
- assists with online course essentials, incl. tech support and accessibility
- **NEW for SP24:** Additional Teaching Resources (syllabi and learning objects listed by course)
- pooled instructors are auto-enrolled in this course in D2L

- [Building Your Online Course from the Ground Up \(self-enroll link\)](#)

- particularly helpful for instructors with CCF only
- self-enroll only



# More Resources for Help with Your Course, cont.

***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.***

## **Synchronous (Live) Options:**

- **Demo Webinars:** Building Your Course from the CCF (for instructors with CCF only)
  - Schedule with Zoom links also listed in PD Faculty Resources course
  - Demo webinars [Dec. 15 \(10-11am\)](#); [Jan. 4 \(12-1pm\)](#)
- **Drop-in Office Hours** with Learning Designers
  - Schedule with Zoom links also listed in PD Faculty Resources course
  - Office hours [Dec.15 \(1-2pm\)](#); [Jan. 9 \(8:30-9:30am\)](#); [Jan. 11 \(12-1pm\)](#); [Jan. 13 \(10am-12pm\)](#); [Jan. 15 \(9-10am\)](#)



# Tech Support Help

General self-access technical support is accessible at the CCCS Knowledgebase.

Extended night and evening technical support:

- 24x7 Support Desk assistance: 1-888-800-9198 or <http://help.cccs.edu>
- Extended “tier 2” support **for faculty and instructors:**  
5pm – 9pm M – F and 8am – 5pm S/S:  
720-858-2900 or [at.support.online@cccs.edu](mailto:at.support.online@cccs.edu)





# Course Readiness Checklist & Quick Start Guide

## Colorado Online Pooled Course Readiness Checklist

### 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 Bases](#) 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

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

- Module/Unit/Week dates are added to titles of main content sections/modules
- Course schedule dates are updated
- Discussion tool dates are updated
- Assignment dates are updated
- Quiz tool dates are updated
- All other dates, as applicable, are updated

#### COURSE HOME

- Announcements edited as necessary
- Instructor Profile widget on home page is updated and includes an image (personal photo not required), name, and short bio. Make sure the image includes descriptive Alternative Text.

## Quick Start Guide: Preparing Your Pooled Course

### STEP BY STEP: PREP FOR YOUR POOLED COURSE

#### 1) START BUILDING YOUR COLORADO ONLINE COURSE

Go to the [Course Materials page](#) to look up your course's required materials AND enroll in the proper Teaching Resources. This will give you a copy of the applicable Teaching Resources in MyCourses.

[Job Aid: Colorado Online Course Materials and Teaching Resource Shells form](#)

[Companion Video](#) to Job Aid: Colorado Online Course Materials and Teaching Resource Shells form

Then, you are ready to build your course in the Teaching Resources course shell created.

If you have a pooled course:

The [Colorado Online Pooled Course Readiness Checklist](#) is intended to guide instructors through a series of checks to ensure that your POOLED course is ready for the start of the semester.

If you have a Ready-to-Teach (RTT) course shell, please note these job aids on the mechanics of copying and using the RtT course shells:

[How to Copy a RtT Course Shell](#)

[How to Use an RtT Course Shell for Teaching Sections](#)

Also note these job aid checklists if you have a RtT shell:

a) [Course Readiness Checklist](#)

Your home college may have a preferred course set up for you to follow; otherwise, we recommend you use this checklist as a guide.

b) [Course Customization Checklist](#)

Ready-to-Teach (RTT) courses are designed to be flexible so that faculty and instructors can either teach the course as built through the collaborative learning design process, or customize that course to meet their particular needs. The Course Customization Checklist is intended to identify important reminders as instructors modify elements of the course design.

#### 2) COPY YOUR MATERIALS TO THE TEACHING SHELL

Approximately 5 weeks before the start of the semester, the Teaching (X) shell will appear on the instructor's dashboard in MyCourses. Once that Teaching shell is available, then instructors can copy over materials they've prepared in the Teaching Resources shell.

[Course Copy Quick Reference Guide](#)



# Other Faculty Support Services

Service	Contact Info
Course Materials	<a href="mailto:Rachel.meisner@cccs.edu">Rachel.meisner@cccs.edu</a>
Learning Design	<a href="mailto:COLearningDesign@cccs.edu">COLearningDesign@cccs.edu</a>
Library	<a href="https://cccs.libguides.com/librarycentral">https://cccs.libguides.com/librarycentral</a> Email: <a href="mailto:cccolibrarian.online@cccs.edu">cccolibrarian.online@cccs.edu</a>



# 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>)
  - 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](mailto:landon.pirius@cccs.edu)
  - Project Director, Tammy Vercauteren – [tammy.vercauteren@cccs.edu](mailto:tammy.vercauteren@cccs.edu)
  - Project Coordinator, Chin Ya Russell – [chinya.russell@cccs.edu](mailto:chinya.russell@cccs.edu)