STEP 1 – Log into Canvas

Faculty & Staff Resources

CANVAS RESOURCES:
Growing with Canvas at LBCC
(LBCC Canvas Training Self-Paced Course)
OLET Canvas Workshops
(OLET in-person workshops & training schedule)
OLET Canvas Help Guides
(OLET Canvas Step-by-Step Guides)
Canvas Help Guides & Video Tutorials
(Videos & guides on various canvas topics)

ONLINE TEACHING RESOURCES:
LBCC Online Teaching Certification
(Teach Online Seminar TOS 3.0)
OLET Workshops & Training
(OLET in-person workshops & training schedule)
Online Faculty Resource Page
(Resources for online faculty)
OL FANS
(Online Learning Faculty Advisory Network)

OER & ZTC RESOURCES:
Open Educational Resources (OER)
(LBCC Open Educational Resources Guide)
ZTC Course Status Submission
(Submit your Zero Textbook Cost Course)

ACCESSIBILITY RESOURCES:
Video Captioning
(Captioning Requests, Resources, & Information)
DSPS Faculty Resources
(To help faculty assist students with disabilities)
CCC Accessibility Help Desk
(CCC Accessibility/Center Help Desk)

TECHNOLOGY HELP DESK:
Student Technology Help Desk
(LBCC Student Technology Help Desk)
Faculty & Staff IT Help Desk
(IT Help Desk for Faculty & Staff)
Technology Help Guides
(IT Help Guides for Faculty & Staff)
OLET Technology Workshops
(Technology workshops & training schedule)

NOTE: OLET faculty & staff resources are found in Canvas under the “RESOURCES” Navigation.
Online Teaching Certification | Teach Online Seminar 3.0

If you are a faculty member that has been assigned or would like to be assigned a Distance Learning (Hybrid or Fully Online) Course at LBCC then you are required to have official online teaching certification. At LBCC this requires the completion of Teach Online Seminar (also known as TOS 3.0).

HOW TO ENROLL & LOG INTO TOS 3.0

You self-enroll through our Canvas LMS platform by following these steps (view image on page 2):

**Step 1:** Log into your Canvas account at https://lbcc.instructure.com
**Step 2:** Select “Resources” from the navigation list on the left.
**Step 3:** Click on the “LBCC Online Teaching Certification” option. This will open the enrollment page and syllabus of our Teach Online Seminar 3.0.
**Step 4:** Click on the button “Enroll in TOS 3.0 LBCC Teach Online Seminar” and follow the steps for completing the online form.

Once you self-enroll you will then have instant access to the course. The course will appear on your dashboard list of Canvas classes. You can also find a link to the course in Canvas by selecting the left dark gray navigation “Resources” >> “LBCC Online Teaching Certification”

WHAT IS REQUIRED IN THE TOS

TOS has four main Modules. Each Module has units which consist of deliverables that faculty will complete. Overall there are 10 deliverables.

<table>
<thead>
<tr>
<th>Unit/Topic</th>
<th>Development Deliverables</th>
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</thead>
<tbody>
<tr>
<td><strong>Module A: Course Design - Content Presentation</strong></td>
<td></td>
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<tr>
<td>Unit A1: Communicating Course Objectives</td>
<td>A.1: Identifying Modules and Devising a Learning Guide</td>
</tr>
<tr>
<td>Unit A2: Addressing Course Content Design</td>
<td>A.2: Devising a Course Orientation Outline</td>
</tr>
<tr>
<td>Unit A3: Addressing Learner Engagement &amp; Support</td>
<td>A.3: Devising a Mid-Course Feedback &amp; Evaluation Tool Outline</td>
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<td>Unit A3: Addressing Learner Engagement &amp; Support</td>
<td>A.4: Modifying a Syllabus for an Online Course</td>
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<tr>
<td><strong>Module B: Interaction – Communication &amp; Collaboration Strategies</strong></td>
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<tr>
<td>Unit B1: Instructor-to-Student Communication</td>
<td>B.1: Instructor-to-Student Communication Plan</td>
</tr>
<tr>
<td>Unit B2: Developing an Online Learning Community</td>
<td>B.2: Online Course Central-hub for Students</td>
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<tr>
<td><strong>Module C: Effective Assessment Methods</strong></td>
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<tr>
<td>Unit C1: Assessment Expectations</td>
<td>C.1: Devising an Effective Assessment Plan</td>
</tr>
<tr>
<td>Unit C2: Assessment Design</td>
<td>C.2: Devising an Assignment Rubric</td>
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<td><strong>Module D: Accessibility</strong></td>
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<tr>
<td>Unit D1: Formatting</td>
<td>D.1: Developing Accessible Documents</td>
</tr>
<tr>
<td>Unit D2: Accessibility Checkers</td>
<td>D.2: Accessibility Self-Check Report</td>
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<tr>
<td>Unit D3: Audio &amp; Video</td>
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*Please note that Online Teaching Certification is different from Canvas LMS Training.*
Online Learning & Educational Technology (OLET)
The Office of Online Learning & Educational Technology (also known as OLET) is under the umbrella of both IITS (Instructional & Information Technology Services) and Academic Affairs.

OLET manages and maintains LBCC’s Canvas Learning Management System (LMS) and holds professional development Training & Workshops for faculty. Our ITDC is available to faculty and staff to support the instructional technology needs of LBCC students and colleagues.

OLET is made up of four areas at LBCC:
- **Instructional Technology Development Center (ITDC):** [http://archive.lbcc.edu/itdc](http://archive.lbcc.edu/itdc)
- **Online Learning Program (OLP):** [http://www.lbcc.edu/distance-learning](http://www.lbcc.edu/distance-learning)
- **Student Technology Help Desk (STHD):** [https://www.lbcc.edu/sthd](https://www.lbcc.edu/sthd)
- **IITS Faculty & Staff Help Desk:** [https://ticketsystem.lbcc.edu](https://ticketsystem.lbcc.edu)

About Us
OLET is dedicated to supporting teaching and learning at LBCC, as well as contributing to student engagement, achievement and academic success. We support faculty in all disciplines to integrate educational technology into the curriculum of on-campus, hybrid and fully online courses, through the design and facilitation of technology-mediated student-centered practices, and the provision of faculty professional development activities and college-wide training. We also have services and resources to support our students with LBCC technology and online course needs.

Also we support faculty in various areas such as:
- Setting up course sites using LBCC’s Canvas Learning Management System (LMS)
- Training and supporting faculty to teach online, hybrid or web enhanced courses.
- PeopleSoft features for faculty and employee self service
- CCC ConferZoom Videoconferencing
- Various educational technology tools, and more

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**OTHER RESOURCES**

- **CANVAS Learning Management System**
- **ConferZoom**
- **Conférence Zoom**
- **Turnitin Plagiarism Detection & Feedback**
- **Lynda.Com Online Learning Library**
- **3C Media Video Content, Storage & Streaming Services**
- **DECT Distance Education Captioning & Transcription**
- **NBC Learn Video News Archive**
- **Portfolium Digital Portfolios**

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**SOCIAL MEDIA**

- twitter.com/LBCCITDL
  Search: lbccitdl
- instagram.com/ LBCCITDL
  Search: lbccitdl
- facebook.com/LBCCITDL
  Search: lbccitdl
# Getting Help

**Help for Faculty & Staff**

Contact us directly OR reach us through the FACULTY & STAFF HELP DESK
(562) 938-4357 or (562) 938-HELP or helpdesk@lbcc.edu

Help is available through phone, e-mail, and walk-in visits to the ITDC at LAC. However, if possible, please contact us to make an appointment for one-on-one training.

**HOURS**
M-Th 8:30am-5:30pm and Fri 8:30am-4pm

## Meet Our Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hussam Kashou, PhD</td>
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</tr>
<tr>
<td></td>
<td>Office Studies</td>
<td></td>
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<tr>
<td>Monika Mravec</td>
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<td><a href="mailto:mmravec@lbcc.edu">mmravec@lbcc.edu</a></td>
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<td><a href="mailto:csadler@lbcc.edu">csadler@lbcc.edu</a></td>
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<tr>
<td>Laura Rantala</td>
<td>Student Technology Help Desk Manager (STHD)</td>
<td>L-140</td>
<td>(562) 938-4254</td>
<td><a href="mailto:lrantala@lbcc.edu">lrantala@lbcc.edu</a></td>
</tr>
<tr>
<td>Jonathan Tejada</td>
<td>Faculty &amp; Staff Help Desk Specialist (IITS Help Desk)</td>
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<td>(562) 938-5993</td>
<td><a href="mailto:jtejada@lbcc.edu">jtejada@lbcc.edu</a></td>
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## Help for Students

**Student Technology Help Desk**

www.lbcc.edu/sthd
(562) 938-4250 or sthd@lbcc.edu

For more information, call Laura Rantala at x. 4254

**Online Learning Student Help**

(562) 938-4818 or dl@lbcc.edu