

Message to Dual Enrollment Dear Dual Enrollment Faculty,

There has been a great deal of news regarding PCC and the high schools we serve. I hope that you have received and read the latest emails both sent on Saturday, March 14.

I have been in touch with the principals at the high schools where we offer dual enrollment and they would like us to continue teaching these classes through temporary remote instruction (TRI). This approach aligns with what PCC is doing for all possible classes, so now we will be doing the same with dual enrollment classes. Principals are working to ensure that all dual enrollment students will have access to a computer and internet access from home; I will let you know if there are any individual exceptions to this. All of your dual enrollment students should have access to Canvas; this is the learning management system you need to use with your students.

Below I have provided resources that were shared by the PCC Distance Education Department on March 12. Many of these are also on your Canvas landing page. I believe that the workshops listed below may shift to webinar format starting on March 18. As new information is provided, I will be sure to share with you.

I hope that most of you feel ready (if not excited) to move your dual enrollment classes into an online format, but if you have any questions or concerns or need some help, please let me know.

Please keep in mind that your high school/college students may not be familiar at all with an "online class" environment, so I recommend the following:

1. As soon as possible, please communicate with students (via Canvas, not email) about how you will manage your class remotely and what the expectations are.
2. Use the Canvas Announcements to offer a daily or weekly update of what students need to be working on and any impending due dates.
3. Decide if you will be willing to use your cell/home number to talk with students on the phone if needed. If so, ask students to send you their phone numbers via Canvas for this purpose.
4. Be prepared to explain your expectations, assignment prompts, and due dates (including how to submit assignments) in very clear, step-by-step ways.
5. Be patient and understanding, with your students and with yourselves.
6. Remember that we do not suddenly expect stellar online courses now; it might be helpful to think of this as something of an "old-school" correspondence class. The goal is to offer clear instruction, explain assignments and due dates clearly and plainly, communicate about how assignments will be submitted and assessed, and share back with students feedback and grades on their assignments. I recommended posting your class calendar on Canvas, and

again using the Announcements to keep students connected, engaged, and informed.

Some of you have already informed me that you'll be ready to go--thank you! Thanks to all of you for your flexibility, agility, and patience as we all do the best we can through these stressful and difficult circumstances.

I will continue to keep you updated regarding dual enrollment classes.

Thank you,

Hello PCC Faculty,

Here are some resources to support you in your transition to temporary remote instruction.

1. **PCC Faculty Remote Instruction Resource Canvas site -**

<https://canvas.pasadena.edu/courses/1104855>

This resource provides information about Canvas and ConferZoom and guidance, resources and strategies for teaching remotely at PCC.

2. **PCC In-Person Workshop Schedule**

ConferZoom		
LL 100 - Library Small Lab		
Friday, March 13	11am - 12pm	Register Now
	2pm-3pm	Register Now
Monday, March 16	9am - 10am	Register Now
	3pm - 4pm	Register Now
Tuesday, March 17	11am - 12pm	Register Now
	2pm - 3pm	Register Now
Wednesday, March 18	10am - 11am	Register Now
	3pm - 4pm	Register Now
Thursday, March 19	9am - 10am	Register Now
	12pm -1pm	Register Now
Friday, March 20	9am - 10am	Register Now
	2pm - 3pm	Register Now

Canvas Basics & ConferZoom for Office Hours

LL 100 - Library Small Lab		
Friday, March 13	9am-10am	Full
	3pm-4pm	Full
Monday, March 16	11am-12:30pm	Register Now
Tuesday, March 17	9am-10:30am	Register Now
Wednesday, March 18	6pm-7:30pm	Register Now
Thursday, March 19	2pm-3:30pm	Register Now
Friday, March 20	11am-12:30pm	Register Now

Canvas Assignments & Grading		
LL 100 - Library Small Lab		
Tuesday, March 17	4pm-5pm	TBD
Wednesday, March 18	12pm-1pm	TBD
Friday, March 20	4pm-5pm	TBD

4. New! Drop-In Support Office Hours - Friday March 13, 2020

Come ask questions about Canvas or ConferZoom

LL 311 - Library Orientation Room

9:00am - 10:00am

12:00pm - 2:00pm

3:30pm - 4:30pm

5. Online Webinars and recordings/screencasts

We are curating and developing online options for our training. More information to come shortly. In the meantime, you can take advantage of the opportunities that are being offered through the CVC-OEI tomorrow (which will also be archived).

[Upcoming CVC-OEI Webinars: Friday, March 13, 2020](#)

- *Emergency Use of Zoom for Appointments*; 10:30 - 11:00 AM; [Zoom information](#)
- *Getting Started in Canvas*; 1:00 PM - 1:30 PM; [Zoom information](#)
- *Creating Accessible Content in Canvas*; 2:00 - 2:30 PM, [Zoom information](#)
- *Keep Teaching with ConferZoom*; 3:00 - 4:00 PM, [Zoom information](#)

6. ConferZoom Troubleshooting:

Some faculty have been reporting that they have a Zoom basic account. All PCC faculty have a ConferZoom Pro account associated with their Pasadena.edu email. If your Zoom account is showing as a ³Basic² account, please contact CCCTechConnect to convert it to a Pro account.

Confer Tech Support (M-F 7am - 4pm)
Phone: 1-760-744-1150 ext. 1537, 1543
Email: support@ccctechconnect.org

Please contact PCC Distance Education Department if you have any questions.

Thank you.