

- Home
- Meetings & Membership
- Forms & Resources

Distance Education Committee

Home / Distance Education / Forms & Resources

Forms & Resources

Position Paper

Training Opportunities

Zoom Cloud Recordings - July 1, 2021 Deletion

Resources

- 4CD District Memo** - This memo outlines the context of the Zoom recordings that will occur on July 1, 2021.
- LMC Instructional Technology: Downloading, Storing, and Sharing Zoom Recordings** - This resource provides a step-by-step tutorial to support you in downloading, storing, and sharing Zoom recordings.
- Managing Zoom Recordings Outside of Zoom** - This is a recording of the May 13, 2021 Flex where participants learned about options for storing Zoom recordings. Demonstration of Canvas Studio as a video storage option, along with other file storage tools, and tutorials about downloading and storing videos are included. To view the video, you must enroll or have previously enrolled in the LMC Tutorials & Online Teaching Resources Canvas shell.

LMC Distance Education Forms	+
LMC & 4CD Distance Education Documents	+
Research Articles on Distance Education & Case Studies	+
Guidelines, Surveys, Standards & Recommendations for Distance Education	+
Distance Education Organizations, Training, News & Resources	+
Conferences on Online Teaching & Educational Technology	+

Distance Education Training Opportunities

Looking for Past Workshops or Online Resources?

Join the [LMC Canvas Shell](#)

This Canvas shell is not intended to be a course; instead, it is an online location that houses the online tutorials, teaching resources, and recordings of past workshops that have been created by our LMC faculty, CVC-OEI instructors, and more. The calendar at the bottom of the page includes upcoming DE events and trainings. These resources will continue to be updated throughout the semester, so keep an eye out for new content!

Join the [LMC Self-Paced Beginner's Guide to Teaching with Canvas](#)

This is an introduction into using Canvas. The course will take around five hours to complete on your own, depending on your current level of proficiency with Canvas. There are module resources for basic course design, gradebook and student feedback, and making Canvas welcoming for students.

Becoming an Effective Online Instructor (BEOI)

Have you taken BEOI yet?

If you have not had a chance to take this amazing course, you still have time to register for the session coming up in October. All registration information can be found on [Grow@4cd](#).

Details

This 100% online course includes one synchronous hour per week, plus ongoing asynchronous instruction and guidance over the 4-week period, with a fifth week allowed for final submissions. Participants should expect to spend from 4-7 hours per week on BEOI course content and course-building activities, depending on their level of familiarity with online instruction. Participants are issued a BEOI Practice Canvas course shell where they will create their homepage and modules. The Practice shell can later be copied over to assigned class shells. Register in Grow!

Fall 2023 Dates:

- October 2 to October 29, 2023

Winter 2024 Dates:

- January 2 to Jan 29, 2024

Spring 2024 Dates:

- March 25 to April 21, 2024

Summer 2024 Dates:

- July 15 to August 12, 2024

Becoming an Effective Hybrid Instructor (BEHI)

This 100% online course includes one synchronous hour per week on Mondays from 6 - 7 pm, plus ongoing asynchronous instruction and guidance over a 4-week period, with a fifth optional non-instructional week allowed for final submissions. Participants should expect to spend from 4 - 10 hours per week on BEHI instructional materials and assigned course-building activities, depending on their level of familiarity with online and hybrid instruction. In addition to their enrollment in the instructional BEHI course shell, participants are issued an individual BEHI Practice Canvas shell where they will create their homepage and modules. The Practice shell can later be copied over to teaching class shells. Instructions on how to access BEHI and the Practice shell are included in the Welcome Letter and Syllabus, which are sent one week before the BEHI session start date. Instructors are faculty co-facilitators from 4CD campuses. All registration information can be found on [Grow@4cd](#).

Note: BEOI or equivalent foundational course in online teaching is required for BEHI.

Fall 2023 Dates:

- TBD

Comparable Training

Did you take training at another site or institution?

There is an opportunity for faculty who have completed a similar BEOI training to receive the approval of the district (per our new union requirement). Please see the information below regarding this opportunity.

Details

If you have completed a training that covers the majority of the objectives and content of the 'Becoming an Effective Online Instructor' course, you should fill out the Submission for Comparable Training for Online Teaching at CCCC and have the district review your course/s as equivalent. The form will ask you for the comparable course you have taken and for verification of completion. Upon submission, it will go to district and your requirement will be waived if you meet the criteria listed at the top of the form. Please complete and submit following form.

Form:

[Submission for Comparable Training for Online Teaching at CCCC](#)