

Crafton Hills College – Instructor Approval Process Website

Link to page:

<https://www.craftonhills.edu/faculty-and-staff/online-teaching/instructor-approval.php>

Screenshot of page:

CRAFTON HILLS COLLEGE

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Instructor Verification Process

Toward the goal of ensuring the effectiveness of our distance education program, Crafton Hills College has adopted a 3-step process to verify the readiness of instructors to teach in the online environment. The steps are linear and guided by the Distance Education Coordinator. It is possible to complete the entire process in as little as a month and a half, assuming that training has been completed. The steps are as follows:

Step 1: Complete Training

Instructor completes two 40-hour facilitated training courses - one covering course design/instructional strategies and one covering accessibility - as described on the [CHC Distance Education Training](#) page.

Step 2: Verify Canvas Skills and Training

To document the LMS, instructional design, and accessibility training completed by the instructor, as well as any prior experience (online courses taught elsewhere), complete the Intent To Teach Form:

The Intent to Teach form must be completed as a "quiz" in Canvas. This is where instructors will submit badges or certificates that verify distance education training completed within the last 3 years and verify knowledge of Canvas and DE instructional principles.

1. See the Canvas Course: [CHC - Distance Education Resources](#).
2. Login with your SBCCD Canvas credentials.
3. Select the "Enroll in Course" button on the top right.
4. The course will appear on your dashboard.
5. The quiz be found on the homepage, under quizzes, and assignments.

Step 3: Verify Knowledge of CHC DE Instructional Standards

The instructor will complete the Course Design Rubric "quiz" to verify their knowledge of CHC and OEI DE Instructional Standards. Once the rubric is completed with correct responses, ETC will verify all forms and the instructor's Dean will be notified of the instructor's readiness to teach online.

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Canvas

Log In to Canvas