

## Instructional Technology Newsletter

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### Important Updates

#### **Fall 2021 Office Hours**

I'll be holding office hours this semester from 11:30am-12:30pm on Wednesdays in my same Personal Meeting Room via Zoom. If you don't have that Zoom link handy, email me at [hughesa@smccd.edu](mailto:hughesa@smccd.edu). **For the month of August, I'll be holding office hours on 8/25.**

#### **Pronto – An Improved Chat Tool for Canvas**

The built in Chat tool in Canvas can be difficult to use and limited in what you can do with it. Pronto is a more advanced and easy to use chat tool that the District has integrated into Canvas. You can choose to enable it for your courses, or just test it out. Here's the [Pronto Canvas Guide](#) if you want to see how to test out Pronto. Also, here's a [Pronto Student Guide](#) and some sample instructions to provide to students in classes where you plan use Pronto regularly.

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### Reminders

#### **Course Launch Checklist & Student Resources**

Here are a few new and old resources that we have to help you and your students start the semester smoothly:

- Faculty – [Course Launch Checklist](#)
- Faculty – [Course Templates](#)
- Faculty – [SMCCCD Faculty Gateway](#) (Under Construction)
- Students – [Cañada Student Canvas Guides](#)
- Students – [Canvas Name Change Request Form](#)
- Students – [Cañada Virtual Campus](#)
- Students – [Fall 2021 Hours](#)

#### **Cross-List Your Courses**

If you haven't already, send me your CRNs for your sections that you need combined in Canvas. This can save you time when it comes to updating your course content, grading and communicating with students. If you have any questions about cross-listing (combining) course shells in Canvas, please let me know!

#### **Manage Course Start & End Dates**

Remember to check your course start and end dates before publishing your course and sending your welcome message to students. You might need to [edit your course start and end dates](#) to ensure students have access to your course when you expect them to.

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### Upcoming Training

#### **@One Courses – Space Available!**

There is space available in an @One course that is a really great resource as we continue to adapt to teaching and learning in a pandemic.

- [Humanizing Online Teaching & Learning](#) – August 23 – September 19, 2021