Norco College Online Newsletter
March 20, 2020
Hello Mustang Faculty,
During this COVID-19 break in our traditional classroom environments, Norco Online is
proud to announce the first of many regular weekly newsletters designed to quickly
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, I hope you will find
this equally meaningful and supportive to your weekly instructional preparation.

BREAKING NEWS!
Norco College Distance Education Handbook March 2020 Draft is a vital resource to
understand online education in a broad sense from District to Discipline. Download a
copy and consult this for issues related to policies, procedures and resources available
to all RCCD faculty teaching online education.

While you may not have been accustomed to teaching online entirely, we have many
tools ready to use and more are on the way! Tools are here for you to use. Take one or
two each week to phase them into your instruction and to avoid overwhelming yourself
and your students.

Please be advised in this time of preparation and transition there is

o To maintain Regular and Substantive Contact (ACCJC)
o To communicate with the entire class
o Enable announcements on the Home page of your class to alert all
students logging in for the first time
o Include or exclude replies to have an active conversation or a public
broadcast to the class
 Discussions to keep students in communication with you and with each other
o See the RCCD Recommended Template distributed this week
o RCCD DE has already created Prompts to edit and enjoy
 Inbox
o To directly communicate with individual, few, several or all students
 Files
o To house your many documents and resources for students
o I recommend hiding this from student view unless you want them to see
everything at once
o Use it as a storehouse and use Modules to sequence their access
 Modules
o Pace your instruction in blocks as you would in a usual weekly, unit or
monthly cycle
o Publish only a few items at a time together or in sequence
o Keeps students working together at a similar pace

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o Contact your School’s or Department’s representative
 Department Chairs
o Start here for inquiries about where to find support
 Discipline Leads (TBD)