**Decision Tree PART I: Process for Yuba College Faculty to teach Courses Online**

**Does the faculty member have experience teaching online, and/or have experience with Canvas Learning Management System (LMS), and/or completed a CCC Chancellor’s Office sponsored training course or local DE training course?**

 **IF THE ANSWER IS YES TO QUESTIONS ABOVE**

* ***Go to Decision Tree Part II***

 **IF THE ANSWER IS NO TO QUESTIONS ABOVE**

Your Dean will contact DEC Co-Chair, Kyra Mello at kmello@yccd.edu to schedule course validation.

Complete the following four steps before the first day of class:

1. [Create Sandbox in Canvas](https://www.youtube.com/watch?time_continue=1&v=LETXJJIcF9k&feature=emb_logo)
2. Complete self-paced course online course, “[Introduction to Teaching with Canvas](https://catalog.onlinenetworkofeducators.org/courses/intro2canvas-sp2)”
3. Complete a minimum of one-third of our online course in your course shell in Canvas using the Online Education Initiative (OEI) Rubric as your guide.
4. Add DEC Committee members into your course for purposes of validation (you will receive an email from Kyra Mello, DEC Co-Chair with committee members and instructions)

NOTE: If you have questions about this process or timeline, email DE Co-Chair Kyra Mello. For support, training/coaching contact DE Co-Chair Linda Staffero.

**Decision Tree PART I: Information Deans need to schedule faculty for teaching online at Yuba college**

**You need to know: Does the faculty member have experience teaching online, and/or has experience with Canvas Learning Management System (LMS), and/or completed a CCC Chancellor’s Office sponsored training course or local DE training course?**

 **IF THE ANSWER IS YES TO QUESTIONS ABOVE**

***Go to Decision Tree Part II***

 **IF THE ANSWER IS NO TO QUESTIONS ABOVE**

Dean will contact DEC Co-Chair, Kyra Mello to schedule validation of faculty member’s course with the Distance Education Committee.

Your faculty member will need to complete the following four steps before the first day of class:

1. [Create Sandbox in Canvas](https://yc.yccd.edu/academics/distance-education/distance-education-for-yuba-college-faculty/#sandbox%20course)
2. Complete self-paced course online course, “[Introduction to Teaching with Canvas](https://catalog.onlinenetworkofeducators.org/courses/intro2canvas-sp2)”
3. Complete a minimum of one-third of our online course in your course shell in Canvas using the Online Education Initiative (OEI) Rubric as your guide.
4. Add DEC Committee members into your course for purposes of validation (you will receive an email from Kyra Mello, DEC Co-Chair with committee members and instructions)

Note: If you have questions about this process, contact DE Co-Chair, Kyra Meillo. If you need help, support, training or coaching, contact DE Co-Chair, Linda Staffero.