El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	PASS
Course Number:	515
Descriptive Title:	Succeeding in Online and Hybrid Classes
Division:	Library and Learning Resources
Department:	Pathways to Academic Success
Course Disciplines:	Pathways to Academic Success
Catalog Description:	This noncredit short-term class provides a review of essential skills and approaches for succeeding in online and hybrid courses. Topics covered include how to use all of the features in El Camino's online and digital learning environment, planning for success in distance education before you start a course, and how to engage with your instructor and access campus resources online.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Hours Lecture (per week):	0.67
Hours Laboratory (per week):	0
Outside Study Hours:	1.34
Total Course Hours:	12
Course Units:	0
Grading Method:	Pass/No Pass only
Credit Status:	Noncredit
Transfer CSU:	
Effective Date:	
Transfer UC:	
Effective Date:	
General Education: ECC	
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	
Term:	
Other:	

Student Learning Outcomes:	After successfully completing this course, students will be able to: 1. Familiarity with the Distance Education Software Ecosystem: Navigate Canvas and use all Canvas features and features of core applications that connect to Canvas in order to interact, complete assignments, and take assessments in DE courses. 2. Preparing for Distance Education Courses: Evaluate their readiness and plan for their needs in terms of environment, technology, and time including familiarity with essential computing skills and mapping social and emotional support in their lives. 3. Engaging in Distance Education Courses: Engage in DE courses including norms for asynchronous participation and communication, approaches for self-regulation that DE formats require for success, and how to determine the correct campus resources to contact when issues arise in a DE course.
Course Objectives:	1. Recognize the different types of navigation in Canvas and use them to move through and find resources and activities within a course. 2. Use Canvas discussion boards and Instant Messaging to participate meaningfully with other students and the instructor. 3. Use the assignment tools in Canvas including Quiz, Assignment, Peer Review, and Graded Discussion to submit work and receive feedback. 4. Record and submit a video assignment. 5. Display competency with basic web browser and video conferencing software. 6. Display competency with email/word processing/Canvas Rich Content Editor formatting tools. 7. Troubleshoot the top three most common browser configuration issues. 8. Recognize types of work that can be completed using an app and types of work that benefit from or require a full computer for optimal learning and assessment results. 9. Remember which El Camino College resources are appropriate to contact for support and services. 10. Evaluate self-regulatory skills in relation to needed practices for success in an online course. 11. Create a plan to succeed in an online or hybrid course.
Major Topics:	**I. Getting Started with Canvas (3 hours, lecture)** A. Using the Right Browser & Browser Settings B. Canvas and Course Navigation C. Using Discussion Forums

1. Netiquette

2. Posting & Responding

D. Using Instant Messaging

E. Submitting Assignments

1. Using the Text Entry Submission

2. Submitting File Uploads

II. Video Conferencing and Recording Videos (3 hours, lecture)

A. Using Video Conference

1. Setting Up For Video Conferencing

2. Participating in Video Conferencing

B. Recording Videos
C. Using Discussion Forums

1. Netiquette

2. Posting & Responding

D. Using Instant Messaging

E. Submitting Media Uploads

III. Checking Your Readiness & Advanced Interactions in Canvas (3 hours, lecture)

A. Evaluating Your Readiness for Online Learning

1. Knowing Your Strengths and Weaknesses for Online Learning

2. Mapping Your Network of Support

B. Posting Images and Files in Discussions

C. Using G Suite and Office 365
D. Participating in Canvas Groups

1. Joining Groups

2. Posting & Responding

E. Using the Peer Review Tool

IV. Planning for Success & Finding Support Online at ECC (3 hours, lecture)

	A. Planning
	1. Finding the Right Space
	2. Scheduling Your Time
	B. Finding Support
	1. Instructional Support Online
	2. Student Services Resources Online
	C. Basic Trouble Shooting
	D. Submitting Group Assignments
Total Lecture Hours:	12
Total Laboratory Hours:	0
Total Hours:	12
Primary Method of Evaluation:	2) Problem solving demonstrations (computational or non-computational)
Typical Assignment Using Primary Method of Evaluation:	Evaluate your current study habits for in-person instruction and use the provided rubric to determine what you might need to change in order to succeed in an online or hybrid course. Add annotation for each criteria explaining your justification for each of the ratings you've given yourself.
Critical Thinking Assignment 1:	Create a personalized checklist that you can use to prepare yourself for an online or hybrid course.
Critical Thinking Assignment 2:	Work as a group to create a short 3 to 5 minute presentation that outlines key strategies you would recommend to other students planning on taking a specific online or hybrid course offered at El Camino.
Other Evaluation Methods:	Completion; Embedded Questions; Presentation; Quizzes
Instructional Methods:	Discussion; Group Activities; Lecture; Multimedia presentations
If other:	
Work Outside of Class:	Required reading; Skill practice; Written work (such as essay/composition/report/analysis/research)
If Other:	
Up-To-Date Representative Texts:	No textbook is required for this course.
Alternative Texts:	
Required Supplementary Readings:	
Other Required Materials:	The majority of required materials will be text and video developed by the course author. Additional materials will include articles and videos publicly available online.
Requisite:	
Category:	

Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s):Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	PASS 509 Technology Skills for College
Requisite and Matching skill(s):Bold the requisite skill. List the corresponding course objective under each skill(s).	**Basic Computer Literacy** PASS 509 - Display basic understanding of internet browsers. PASS 509 - Display understanding of common file formats. **Basic Microsoft Office Skills** PASS 509 - Use Microsoft Word to type a sample essay or assignment. PASS 509 - Use Microsoft PowerPoint to create a simple set of slides.
Requisite Skill:	
Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable	
Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Moses Wolfenstein
Date:	11/22/2021
Original Board Approval Date:	02/22/2022
Last Reviewed and/or Revised by:	Moses Wolfenstein
Date:	11/22/2021
Last Board Approval Date:	04/15/2024
Effective Term:	FALL 2025