

Limited-duration Grant-funded Special Assignments

Form Submitted by: Marlyn Garcia

Date: 08/15/2024

Department/Office: Adult Education Program

Grant Duration: From 09/04/24

To 09/20/24

Project Title Canvas trainings for noncredit students

Project Description (Add pages, if needed)

The Adult Education Program will be offering a series of Canvas trainings for noncredit students (EMLS/ESL, Adult Education & College Skills 731, 732, 733, 741 & 742) in the fall semester. These trainings will be delivered in Spanish and English mostly online (we will offer one of these workshops in person at the Santa Rosa Campus).

We have seen an increase in Canvas use by the noncredit instructors in recent semesters, and we have noticed that a lot of our noncredit students are struggling in these classes because they don't know how to use Canvas. We are trying to increase retention in noncredit online classes by offering these workshops to noncredit students every semester.

These are some of the topics that will be covered in the workshops:

- Steps to access canvas
- Accessing class materials
- Submitting assignments
- Communicating with instructors

Workshop Details

- Wednesday Sep. 4th 6-8 PM- Spanish, online
- Friday Sep. 6th 6-8 PM- Spanish, online
- Wednesday Sep. 11th 6-8 PM- Spanish, online
- Thursday Sep. 12th 6-8 PM- English, online
- Friday Sep. 13th 6-8 PM- Spanish, in person
- Thursday Sep. 10th 6-8 PM- English, online
- Friday Sep. 20th 6-8 PM- Spanish, online

Compensation Structure (Add pages, if needed)

20 hours at the allied non-load rate

Selection Process (Add pages, if needed)

We will send an email to all faculty requesting them to submit a half page interest letter if they want to be considered for this special project. Faculty will have a week to submit the interest letter. The Adult Ed Director will review applications, and candidates will be notified a week after the deadline. The faculty must be bilingual in English & Spanish & have at least 3 years of experience using Canvas.

Received by AFA: _____