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|  | Laney College Distance Education Newsletter |
| News and Updates | January 2018 |
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| **Have a Question?****Contact DE Coordinator Chelsea Cohen** **ccohen@peralta.edu****.**  |

 | Canvas News As many of you know, Canvas for students and instructors can now be accessed at the Peralta portal: [portal.peralta.edu.](http://web.peralta.edu/portal/) Faculty and students should use Peralta email and passwords to log in. Instructions for access are located on the front page of the portal.Moodle NewsMoodle will continue to be available **for spring semester and summer session only**. It can be accessed at [eperalta.org/spring2018](http://eperalta.org/spring2018). Because Moodle and Canvas are active this semester, students are loaded into both systems. Please let your students know which platform you will be using for your course.How Your DE and Canvas Transition Coordinators Can Help:This semester we have two wonderful Canvas Transition Coordinators: Adrienne Oliver and Alta Erdenebaatar. We will be holding drop-in office hours in the TTLC (T513) on Mondays/Wednesdays 2-3pm and Tuesday/Thursdays from 11am-1pm. We can:* Help with building and designing courses in Canvas
* Create practice shells in Canvas for you, your groups, departments, or committees
* Provide technical support (although we recommend calling (844) 600-4955 first)
* Provide updated DE information from the district and Laney
* Set up 30-minute one-on-one coaching sessions
* Set up trainings for departments on specific topics
* Direct you to resources for learning Canvas

To set up appointments, you can contact:* Adrienne Oliver, aoliver@peralta.edu
* Alta Erdenebaatar, aerdenebaatar@peralta.edu
* Chelsea Cohen, ccohen@peralta.edu

**IMPORTANT NOTE:** If you need technical support with Canvas, we urge you to first call the 24/7 Canvas hotline (844) 600-4955. **What You Should Use Helpdesk For:**When Faculty click the **“? Help”** button in Canvas, they will be re-routed to the new ticketing system through Peralta Helpdesk. In the **“Request Type,”** select **“Canvas.”** Helpdesk can then help with the following:* Access issues
* Course combination requests
* Adding tutors, TA’s, observers or DSPS (they must be officially hired by the district to be added)
* Set up a course evaluation
* Request an LTI or app in Canvas
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