



*CAREER & TECHNICAL  
EDUCATION*



# FACULTY HANDBOOK





# WELCOME MESSAGE



Welcome to the Career Technical Education Division of Rio Hondo College!

We are thrilled to have you join our team. This information packet is designed to help you integrate smoothly into the Rio Hondo community. Inside, you will find essential details about our college, programs, policies, and resources available to support you in your new role.

As you go through the materials, please don't hesitate to reach out with any questions or concerns. You can contact me directly, or connect with our Interim Division Secretary, Hector Lopez, at [hlopez@riohondo.edu](mailto:hlopez@riohondo.edu). We are here to assist you in any way we can to ensure your transition is as seamless as possible.

We hope that your teaching assignment will be both exciting and fulfilling. Our goal is to create a supportive and enriching environment where you can thrive as an educator and make a meaningful impact on our students.

Once again, welcome aboard! We are happy to have you as part of our Rio Hondo family.



**Bridgette Hernandez**

*Dean  
Career & Workforce  
Education*

# **ACKNOWLEDGEMENT**

**We extend our heartfelt gratitude to Eric Olson for his exemplary work in developing the Automotive Faculty Handbook as part of his Auto 499 Final Project. Guided by his advisor, Andrew Gold, Eric has crafted a resource that will greatly benefit the faculty in the CTE Division.**

**This Handbook will serve as an invaluable tool, helping to uphold the highest standards of education and training for our students.**

**Thank you, Eric, for your dedication and outstanding contribution.**

**Sincerely,**

**Bridgette Hernandez**

**Dean, Workforce Career Education**

**&**

**Center for Teaching Excellence & Equity**

**(CTE&E)**

*Disclaimer: Please note that this version of the Handbook is provided only as a supplemental resource for all faculty in the CTE Division. While it contains valuable information derived from Rio Hondo College's official Faculty Handbook, it does not replace the official RHC Faculty Handbook or other official documents provided by the College.*

*This Handbook is not a contract of employment or a legal document.*

# 2024 – 2025

## Table of Contents

|  |   |
|--|---|
| SUPPLEMENTAL RESOURCES .....           | 1 |
| GETTING STARTED .....                  | 2 |
| EMAIL .....                            | 2 |
| MAILBOXES.....                         | 2 |
| PARKING PASS .....                     | 2 |
| KEYS .....                             | 3 |
| PRINTING SERVICES.....                 | 3 |
| IMPORTANT FORMS .....                  | 3 |
| ACCESS RIO.....                        | 4 |
| LOGGING IN FOR FACULTY AND STAFF ..... | 4 |
| EMPLOYEE/STUDENT ID .....              | 4 |
| FACULTY TAB/MANAGE MY COURSES .....    | 4 |
| Active Assignments.....                | 5 |
| Faculty Rosters .....                  | 5 |
| Drop Roster .....                      | 5 |
| Expire Add Authorization Codes.....    | 5 |
| Select Term.....                       | 5 |
| CRN Selection .....                    | 6 |
| Summary Class List: .....              | 6 |
| Summary Wait List:.....                | 6 |
| Faculty Grade Summary: .....           | 6 |
| Final Grades: .....                    | 6 |
| Midterm Grades (Not Required):.....    | 6 |
| FLEX.....                              | 6 |

|  |           |
|--|-----------|
| WHAT IS FLEX? .....                                  | 6         |
| HOW MANY HOURS DO YOU OWE? .....                     | 6         |
| FLEX DEADLINES .....                                 | 7         |
| WHAT ACTIVITIES CAN BE COUNTED AS FLEX? .....        | 7         |
| WHAT ACTIVITIES CAN NOT BE COUNTED FOR FLEX? .....   | 7         |
| FLEX REPORTER SYSTEM.....                            | 8         |
| <b>PREPARING FOR YOUR CLASSES .....</b>              | <b>9</b>  |
| SYLLABUS .....                                       | 9         |
| Link to Sample Syllabus .....                        | 12        |
| ROLL SHEET(S)/ATTENDANCE .....                       | 12        |
| ADDING AND DROPPING STUDENTS .....                   | 15        |
| <b>CANVAS LMS (Learning Management System) .....</b> | <b>18</b> |
| ACCESS TO CANVAS .....                               | 18        |
| PREPARING YOUR CANVAS COURSE(S) .....                | 19        |
| Download and Import a Template .....                 | 20        |
| NAVIGATING CANVAS.....                               | 20        |
| Global Navigation Menu.....                          | 21        |
| Account:.....  | 21        |
| Dashboard:.....                                      | 24        |
| Courses:.....  | 25        |
| Groups: .....  | 25        |
| Calendar:.....                                       | 26        |
| Inbox:.....  | 26        |
| History: .....                                       | 27        |
| Studio:.....   | 27        |
| Commons: .....                                       | 28        |
| Help: .....  | 28        |
| Course Navigation Menu .....                         | 29        |
| Announcements:.....                                  | 30        |
| Assignments: .....                                   | 30        |
| Discussions:.....                                    | 31        |
| Grades:.....   | 31        |

|   |           |
|---|-----------|
| People: .....                                     | 32        |
| Pages: .....                                      | 32        |
| Files: .....                                      | 33        |
| Syllabus: .....                                   | 34        |
| Outcomes: .....                                   | 35        |
| Quizzes: .....                                    | 36        |
| Modules: .....                                    | 36        |
| Conferences: .....                                | 37        |
| Collaborations: .....                             | 38        |
| Settings: .....                                   | 38        |
| Canvas Tips and Tricks .....                      | 42        |
| Creating and Importing Quizzes: .....             | 42        |
| Edit and publish a Canvas Quiz: .....             | 50        |
| Preview a Quiz: .....                             | 57        |
| Copying content from one course to another: ..... | 58        |
| Exporting the Canvas Gradebook: .....             | 72        |
| Using the “Undelete” feature in Canvas: .....     | 74        |
| <b>DURING THE TERM .....</b>                      | <b>75</b> |
| <b>INSTRUCTOR ABSENCES .....</b>                  | <b>75</b> |
| <b>CLASSROOM ETIQUETTE .....</b>                  | <b>76</b> |
| <b>INFORMATION TECHNOLOGY SERVICES .....</b>      | <b>76</b> |
| <b>AUDIO VISUAL SUPPORT .....</b>                 | <b>77</b> |
| <b>FACILITIES SERVICES .....</b>                  | <b>77</b> |
| <b>FIELD TRIPS .....</b>                          | <b>78</b> |
| <b>OFFICE SUPPLIES .....</b>                      | <b>78</b> |
| <b>SCANTRON TEST SCORING MACHINES .....</b>       | <b>78</b> |
| <b>COMPUTERS .....</b>                            | <b>79</b> |
| <b>EMERGENCY PROCEDURES .....</b>                 | <b>79</b> |
| Emergency Numbers .....                           | 79        |
| Evacuation Procedures .....                       | 80        |
| <b>STUDENT SUPPORT .....</b>                      | <b>81</b> |
| Programs and Services .....                       | 81        |

|   |     |
|---|-----|
| FACULTY SUPPORT .....   | 84  |
| CTE Staff.....  | 84  |
| Rio Hondo College Faculty Association (Union).....              | 86  |
| MANDATORY TRAININGS.....  | 86  |
| Mandated Reporter Training .....                                | 86  |
| Title IX Training .....   | 87  |
| COMMITTEES AND MEETINGS.....                                    | 87  |
| Rio Hondo College Committees .....                              | 87  |
| Attendance at Division/Area and District Meetings .....         | 87  |
| Advisory Meetings .....   | 88  |
| CONFERENCE AND TRAVEL REQUESTS .....                            | 88  |
| Request for Travel Authorization Form .....                     | 88  |
| Reimbursement After You Return .....                            | 89  |
| Final Approval and Payment for Travel Expenses .....            | 90  |
| Cancellation of Travel Arrangements.....                        | 90  |
| FUNDING.....  | 90  |
| Perkins V .....   | 90  |
| Strong Workforce.....   | 91  |
| SALARY AND WORKLOAD.....  | 93  |
| Salary Schedule .....   | 93  |
| Salary Schedule Placement .....                                 | 93  |
| Days and Hours of Service.....                                  | 94  |
| Rates of Pay .....  | 95  |
| Hours Per Year .....  | 95  |
| Overload, Summer School, Part Time and Weekend Assignments..... | 96  |
| Payroll Schedule.....   | 97  |
| PERFORMANCE EVALUATION .....                                    | 97  |
| Tenured Faculty Members.....                                    | 97  |
| Non-Tenured and Adjunct Faculty Members .....                   | 97  |
| CONCLUDING YOUR CLASSES .....                                   | 100 |
| GRADE REPORTING .....   | 100 |
| OUTCOMES REPORTING .....  | 103 |

|  |     |
|--|-----|
| Outcomes Training and Resources.....         | 103 |
| Entering Outcomes Data .....                 | 105 |
| Create and Enter Measures for a Course ..... | 106 |
| Copy an Existing Measure .....               | 108 |
| Enter Findings .....                         | 111 |

## APPENDICES

|  |     |
|--|-----|
| APPENDIX A: Personnel Directory.....             | 114 |
| APPENDIX B: AUTO SHOP LABS:.....                 | 116 |
| Instructor Resources.....                        | 116 |
| ASE Education Foundation (formerly NATEF).....   | 116 |
| Other Instructors.....                           | 116 |
| Textbook Publishers.....                         | 117 |
| Tools .....                                      | 117 |
| Collections of items available for checkout..... | 118 |
| Snap-On/nc3 Tools .....                          | 118 |
| Other Tools .....                                | 119 |
| Vehicles .....                                   | 119 |
| School Vehicles.....                             | 119 |
| Student Vehicles .....                           | 120 |
| Cleanup .....                                    | 120 |

## SUPPLEMENTAL RESOURCES

This handbook is intended to be used as a supplement to the following resources:

1. The Rio Hondo College [Faculty Handbook](#) that can be found on the Rio Hondo College website by clicking on the heading “ABOUT RHC”, and then on “Faculty Handbook” under the “FACULTY & STAFF” subheading.
2. [Board Policies and Administrative Procedures](#) that can be found by clicking on the heading “ABOUT RHC”, and then on “Board Policies and Administrative Procedures” under the subheading “RIO HONDO COLLEGE”
3. The [Collective Bargaining Agreement](#) which can be found by clicking on the heading “ABOUT RHC”, > “Human Resources” under the subheading “OFFICES” > “Current Employees” > “HR Documents and Salary Schedules” > “ACADEMIC EMPLOYEE DOCUMENTS” > “RHCFA CBA 2022-2025”.

The screenshot shows the Rio Hondo College website navigation menu. The 'ABOUT RHC' dropdown menu is highlighted with a red circle. The 'FACULTY & STAFF' dropdown menu is highlighted with a red box, and the 'Faculty Handbook' link is highlighted in yellow. The 'OFFICES' dropdown menu is also highlighted with a red box, and the 'Human Resources' link is highlighted in yellow.

| RIO HONDO COLLEGE  | FACULTY & STAFF                              | OFFICES  | FACILITIES & SAFETY                                    | MARKETING & MEDIA                              |
|--|--|--|--|--|
| <a href="#">About RHC</a>                                    | <a href="#">Behavioral Intervention Team</a> | <a href="#">Academic Divisions</a>                   | <a href="#">Building Program</a>                       | <a href="#">Marketing &amp; Communications</a> |
| <a href="#">Academic Affairs</a>                             | <a href="#">Faculty Handbook</a>             | <a href="#">Admissions &amp; Records</a>             | <a href="#">Directions, Maps, &amp; Transportation</a> | <a href="#">Media Services</a>                 |
| <a href="#">Academic Senate</a>                              | <a href="#">Helping Students in Distress</a> | <a href="#">Finance &amp; Business</a>               | <a href="#">Emergency Procedures</a>                   | <a href="#">News</a>                           |
| <a href="#">Accreditation</a>                                | <a href="#">IT Helpdesk</a>                  | <a href="#">Financial Aid</a>                        | <a href="#">Emergency Preparedness</a>                 | <a href="#">Publications</a>                   |
| <a href="#">BoardDocs</a>                                    | <a href="#">Print Shop</a>                   | <a href="#">Government &amp; Community Relations</a> | <a href="#">Facilities</a>                             | <a href="#">Zoom Backgrounds</a>               |
| <a href="#">Board of Trustees</a>                            | <a href="#">Rio Mail</a>                     | <a href="#">Grant Development Services</a>           | <a href="#">Parking</a>                                |  |
| <a href="#">Board Policies and Administrative Procedures</a> | <a href="#">SARS Anywhere</a>                | <a href="#">Human Resources</a>                      | <a href="#">Security</a>                               |  |
| <a href="#">Curriculum</a>                                   | <a href="#">Sign Production</a>              | <a href="#">Information Technology</a>               |  |  |
| <a href="#">EADA Reports</a>                                 | <a href="#">Staff Development</a>            | <a href="#">Institutional Effectiveness</a>          |  |  |
| <a href="#">Governance Manual</a>                            |  | <a href="#">Library Services</a>                     |  |  |
| <a href="#">Outcomes</a>                                     |  | <a href="#">Marketing &amp; Communications</a>       |  |  |
| <a href="#">Phone Directory</a>                              |  | <a href="#">Student Affairs</a>                      |  |  |
| <a href="#">Student Equity</a>                               |  |  |  |  |
| <a href="#">Superintendent/President</a>                     |  |  |  |  |
| <a href="#">Vision, Mission and Values</a>                   |  |  |  |  |
| <a href="#">Virtual Campus Tour</a>                          |  |  |  |  |

## GETTING STARTED

Several things that you should investigate upon accepting a teaching position at Rio Hondo College are listed below:

### EMAIL

You will be assigned an email account by the office of Human Resources. Generally, your email address would be your first initial followed by your last name followed by @riohondo.edu. For example, the Division Dean's email address is <mailto:bmhernandez@riohondo.edu> (don't hesitate to use it for any issues that arise).

### MAILBOXES

You will have two mailboxes on campus. Contact our Human Resources Department to arrange pickup of a key for your campus-wide mailbox, which will be located in the hallway on the first floor of the "A" (Administration) building. You will also have a Career Technical Education mailbox (tray) in our Division office (T123). Please check your mailboxes each time you are on campus as time sensitive materials may require your immediate attention.

### PARKING PASS

#### **New! Employee Parking Permits (iParq Virtual Permits)**

To enhance convenience and efficiency, Rio Hondo has transitioned from the traditional annual parking permit stickers to a new virtual permit system.

#### **Key Details:**

**Effective Date:** July 1, 2024

**Affects:** All Faculty, Classified Staff, Administrators, Hourly as Needed and those employees covered under AP 7150

**Action Required:** Visit the [Parking Portal](#) to obtain your annual virtual parking permit.

**Permit Association:** Permits will be associated with your vehicle's license plate number.

**Vehicle Registration:** Employees can register up to two vehicles in their [account](#) but must identify which vehicle has the permit for the day they park on campus. **Only one registered vehicle can be on campus at a time.** Having both vehicles on campus simultaneously will result in a parking violation.

**No Cost (For First Vehicle):** The process might appear as if a payment is required; however, **employees will not be charged** for their permit. Charges will only apply if you request a second permit.

**Confirmation:** Once you have completed the checkout process, you will receive a confirmation email summarizing your permit order. \*You will not receive a parking sticker.

If you are a new employee, your account will be created in approximately 48 hours. For non-technical issues, please email [parkingservices@riohondo.edu](mailto:parkingservices@riohondo.edu). For technical issues, please create a [helpdesk](#) ticket. For any further questions, please feel free to contact our parking services at (562) 908-3441. For further assistance, contact our Division Secretary. You may park in any staff parking lot.



## KEYS

Your division secretary should issue you a classroom key(s).

## PRINTING SERVICES

The [Print Shop](#) is located in the “A” (Administration) building next to the Security Office, across the hall from the Bookstore. Ask your Division Secretary for a printing code that will need to be entered into the “walk-up” copy machines to make copies, along with the door code for entry.

Copies may also be made using the copy machine in the CTE Division office. Ask the Division Secretary to set you up with an access code.

## IMPORTANT FORMS

Many forms referenced throughout this manual can be found on the shared “P drive.”

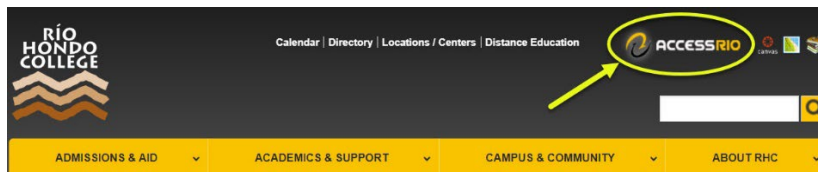
*NOTE: Folders on the P:\ shared drive are only accessible from a campus computer. You may also obtain these forms from your Division Secretary.*

## ACCESS RIO

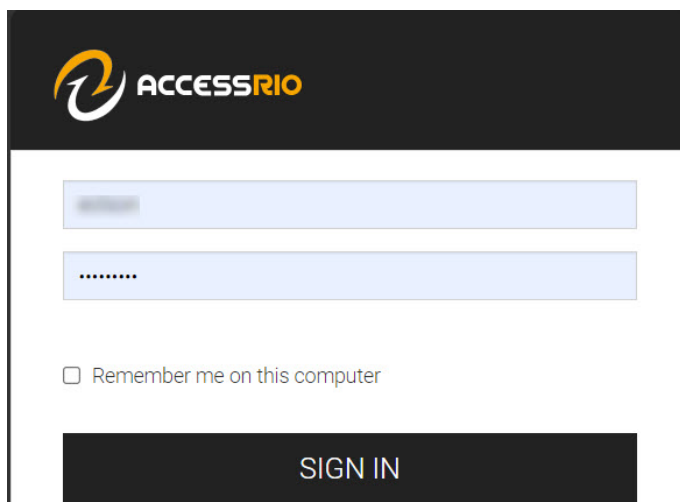
[AccessRIO](#) is your one-stop online portal for admission and registration, course management, personal records, and more.

### LOGGING IN FOR FACULTY AND STAFF

1. Click the ACCESSRIO link on the Rio Hondo College website as shown below:



A login screen will appear:

A screenshot of the AccessRIO login screen. The screen has a dark header with the AccessRIO logo. Below the header are two light blue input fields for username and password. Below the password field is a checkbox labeled 'Remember me on this computer'. At the bottom is a dark button labeled 'SIGN IN'.

2. Enter username: Your RHC Email username (without @riohondo.edu).
3. Enter password: Your RHC Email password.
4. Click the **SIGN IN** button.

### EMPLOYEE/STUDENT ID

Once logged into AccessRIO go to the Faculty tab, then click on “Active Assignments” under the “Manage My Courses” heading. You should see your 9-digit employee ID in the upper-right hand corner of the screen, just to the left of your name (example: 001234567 Jamie M. Teacher).

### FACULTY TAB/MANAGE MY COURSES

While logged into AccessRIO, many useful tools and resources are available under the ‘Manage My Courses’ heading at the top center of the page:

## Active Assignments

A list of all courses currently assigned to the instructor, along with links to class lists and waitlists for each course.

## Faculty Rosters

Attendance Rosters, Grade Worksheets, and Add Codes (Add Code Rosters) for each assigned course, along with enrollment numbers for each course.

**Click the EXCEL ('Click Here') link on the Faculty Rosters page to download an Excel spreadsheet that includes the following details:**

- Registered/Waitlisted/Dropped students.
- Student Majors.
- Student phone numbers.
- Student email addresses.

*HINT: enter "File Type" into the Search field of the Windows task bar, then click "Choose a default app for each type of file" and choose Excel to open the .p\_download file type.*

## Drop Roster

Here you can select a term (**example: Spring 2023**) and click on the CRN# of a course to bring up the course drop roster. Once you have selected a student from the list, click "Submit" to drop them from the course. You cannot drop a student once the "Drop deadline (with a "W" on record)" has passed.

## Expire Add Authorization Codes

Upon clicking the "Expire Add Authorization Codes" link, you can expire unused Add Codes by completing the form that appears on the screen with your name, email address, CRN of the course, and the Codes to Expire.

## Select Term

This option opens a list of menu items (links) for a selected term:

- |                        |                               |
|------------------------|-------------------------------|
| ➤ Active Assignments   | ➤ Incomplete Grades Summary   |
| ➤ Term Selection       | ➤ Faculty Grade Summary       |
| ➤ <b>CRN Selection</b> | ➤ Assignment History          |
| ➤ Syllabus Information | ➤ Advisee Grade Summary       |
| ➤ Office Hours         | ➤ Course Catalog              |
| ➤ Summary Class List   | ➤ Class Schedule              |
| ➤ Summary Wait List    | ➤ Student Information Menu    |
| ➤ Week at a Glance     | ➤ Faculty Roster              |
| ➤ Final Grades         | ➤ Drop Roster                 |
| ➤ Midterm Grades       | ➤ Schedule Planner Guest Mode |

## CRN Selection

This option features a sub-menu of the following options:

### **Summary Class List:**

Select a term and CRN to see a list of registered students.

### **Summary Wait List:**

Select a term and CRN to see a list of students on the waitlist.

### **Faculty Grade Summary:**

Select a term and CRN to view grades entered into academic history for a course.

### **Final Grades:**

Select a term and CRN to enter Final Grades for a course into academic history.

### **Midterm Grades (Not Required):**

Enter midterm grades for a course.

## **FLEX**

This section will examine your “FLEX” obligation, which is time required above and beyond that spent in the classroom and performing routine activities.

### **WHAT IS FLEX?**

All full and part time faculty are required to submit “FLEX hours” each semester. FLEX hours have been factored into the instructional calendar to allow time to participate in developmental activities (“staff development”) related to staff, student, and instructional improvement. Faculty are paid in advance with the trust that these contracted FLEX hours will be completed.

**Flex hours are not extra work. It is part of your contractual responsibility for which you are being paid. Failure to document completion of your FLEX obligation will result in the docking of your pay.**

A list of [FLEX FAQs](#) can be found on the [FLEX Home page](#) of the Rio Hondo College website.

### **HOW MANY HOURS DO YOU OWE?**

Your FLEX obligation is determined by your teaching load. Each semester, the “instructor sheet” you sign will indicate the number of hours you must complete for that term. Additionally, once instructor loads have been transferred you may check your obligation 24-7 via the “[FLEX Reporter](#)” online system as explained in more detail in a subsequent section of this manual.

## FLEX DEADLINES

**Full-time faculty** may complete FLEX between July 1<sup>st</sup> and May 1<sup>st</sup> of the academic year. Time can be carried over from fall semester to spring semester as July 1<sup>st</sup> is the beginning of a new fiscal year.

- Faculty may complete FLEX hours until June 30<sup>th</sup> as long as documentation of projected activities (via the FLEX Reporter software) is received by the FLEX office by the May 1<sup>st</sup> deadline. More information about FLEX and how to document FLEX hours using the FLEX Reporter system may be found at the FLEX Home page on the Rio Hondo College website at the following link: [www.riohondo.edu/staff-development/flex/](http://www.riohondo.edu/staff-development/flex/).

**Part-time faculty** must complete their FLEX obligation **EACH** semester. Documentation must be submitted by:

- December 1<sup>st</sup> (Fall Semester)
- May 1<sup>st</sup> (Spring Semester)

## WHAT ACTIVITIES CAN BE COUNTED AS FLEX?

To ensure your planned activities can count for FLEX, you can review [“Pre-approved FLEX Activities”](https://www.riohondo.edu/staff-development/pre-approved-flex-activities/) lists on the Rio Hondo College public website at <https://www.riohondo.edu/staff-development/pre-approved-flex-activities/>.

### Professional Development/“FLEX” Day

Each semester on the Friday before classes begin, the entire campus community is invited to participate in themed professional development activities in order to foster improved morale, increased efficiency, and greater institutional effectiveness.

**Attendance at Fall and Spring FLEX Days is contractually required for ALL Full-time faculty. Time will be credited toward your FLEX hours requirement.**

Part-time faculty are invited but not required to attend.

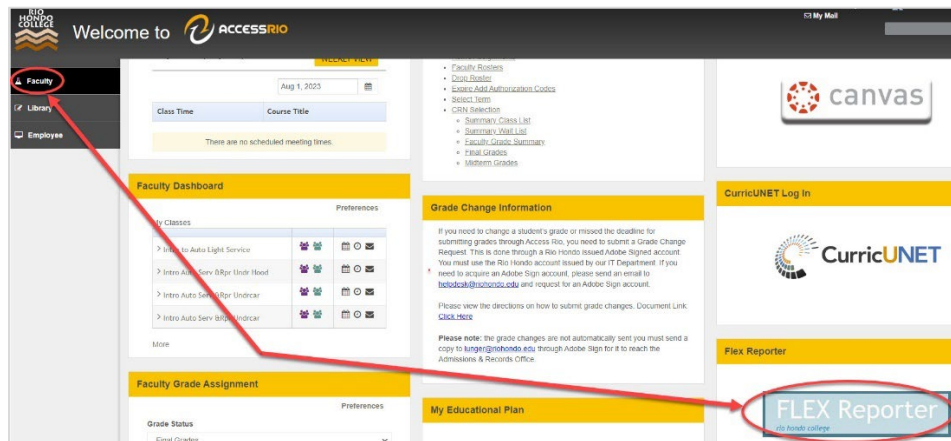
## WHAT ACTIVITIES CAN NOT BE COUNTED FOR FLEX?

As a general rule, any activity that is compensated and/or part of your regularly contracted duties cannot be counted for FLEX. The following are a few examples:

- Class preparation
- Updating course materials, syllabi, etc.
- Committee work
- Department meetings (**disallowed for full-timers, but allowed for part-timers**)
- Office hours
- Union activities
- Teaching/Subbing

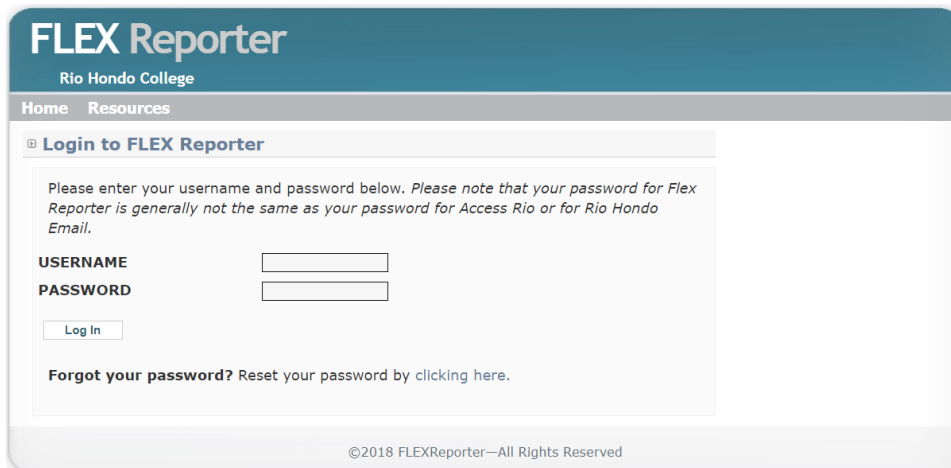
# FLEX REPORTER SYSTEM

The FLEX Reporter system may be accessed via the “Faculty” tab in AccessRIO:



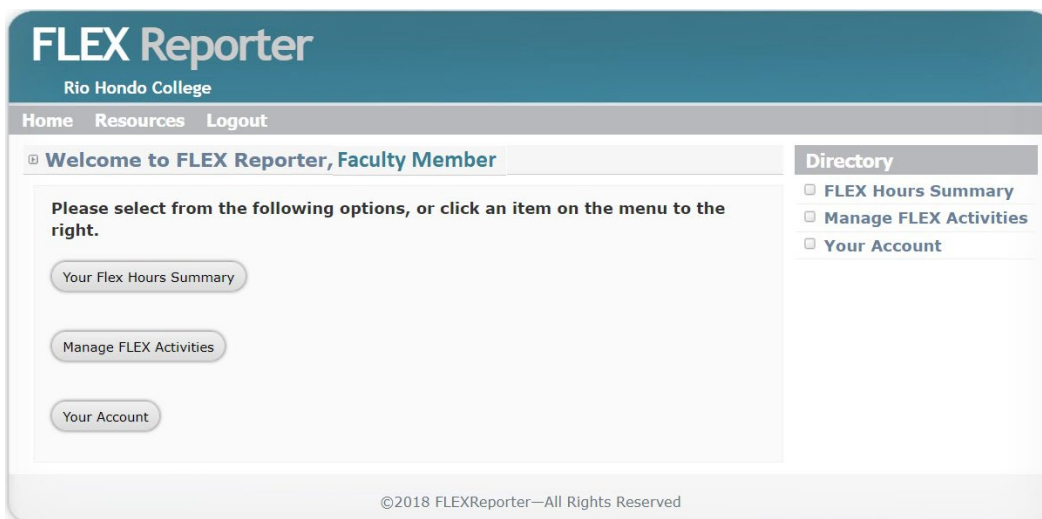
Login with the same USERNAME used for Access Rio and Rio Hondo email.

**NOTE:** your PASSWORD for FLEX Reporter is generally not the same as your password for AccessRIO or Rio Hondo email. You can reset your password using the “**Forgot your password?**” link the first time you access the software, or if you forget your password.



Once logged into the FLEX Reporter system, you will see the following menu options, which are shown in the picture below, and described in the following paragraphs:

- Your Flex Hours Summary
- Manage FLEX Activities
- Your Account



### Flex Hours Summary

Here you can view your entered FLEX activities, along with the dates they were completed, and the number of hours requested for each activity. “Pending” entries that are awaiting approval will also be shown.

### Manage Flex Activities

Here you will see the following options:

#### **Create and Submit a FLEX Activity Report:**

When you click the button, you will have the option of creating a new entry, or duplicating an entry from the current or a previous semester.

**NOTE** that before you can make entries for a particular semester, upon logging in you will be required to complete an “Individual Faculty Plan” that indicates what types of activities you expect to complete. It is suggested that faculty check ALL boxes.

#### **Edit or Delete a FLEX Activity Report:**

Make changes to an entry, or delete it altogether.

### Your Account

Use the “Your Account” link to change your password.

## **PREPARING FOR YOUR CLASSES**

Following are some items that will help you to prepare for your first class(es):

### **SYLLABUS**

Copies of each course syllabus must be submitted to the CTE/IETT division secretary prior to the first day of class, and should include the following:

- **Course Title and CRN Number**

- **Semester and Year**
- **Instructor Name, Office, Phone Number, and Email**
- **Office Hours**

According to section 5.8 of the 2022-2025 Collective Bargaining Agreement (CBA) between Rio Hondo College Faculty Association and Rio Hondo Community College District ([riohondo.edu/hr](http://riohondo.edu/hr) > Current Employees > HR Documents and Salary Schedules > Academic Employee Documents > [RHCFA CBA 2022-2025](#)):

- Full-time unit members with instructional assignments shall schedule at least 3.3 office hours per week for a 16-week schedule. Such hours shall be scheduled to meet the needs of students. Part of the office hours may be scheduled remotely. Office hours are subject to District approval.
- The office hours and location, if other than office, shall be posted in the area of the unit member's office, and the hours shall be used for consulting with and assisting students.

- **Important Dates**

[Important dates and deadlines](#) can be found on the Rio Hondo College website by navigating to [www.riohondo.edu/admissions](http://www.riohondo.edu/admissions) and clicking on the “Important Dates and Deadlines” link on the left side of the page. Select the desired semester to view a page that shows full term dates, last day to add a class, last day to drop with a refund, last day to drop without a “W” (withdrawal) on record, drop deadline (with a “W” on record), Pass/No Pass petition due date, Graduation/Certificate petition deadline, and Holidays (College closed).

- **Course Description**

Course descriptions are in the college catalog which can be found at <https://www.riohondo.edu/college-catalog/>.

- **Required Textbook(s) and Materials**

In almost all cases our lead faculty choose the books used in our area to keep the continuity of sections of the same course. Please speak to your division secretary if you are unsure about the proper book to use for your class.

You may also contact the representative(s) of the publishers of commonly used textbooks to obtain an instructor copy and online access to digital text and instructor resources such as Assessment Software and Question Banks.

Peter Martinovich  
[PMartinovich@g-w.com](mailto:PMartinovich@g-w.com)  
 Goodheart-Willcox Publishers

Danielle Morin  
[DMorin@cdxlearning.com](mailto:DMorin@cdxlearning.com)  
 CDX Learning Systems

- **Participation Policy**

Per Title 5, section [55002.a.2.A](#), “students must be assessed on their ability to demonstrate proficiency in meeting the course objectives. **Attendance is not part of a course subject matter or a discipline-specific skill and therefore may not be separately assessed as part of the course curriculum.**” However, “because class **participation** is one of the ways in which students demonstrate their proficiency with class material, and students who have not attended class have therefore not participated in class discussion, many instructors include “attendance and participation” as a factor in determining a course grade. This aspect of the grading criteria cannot be used to override all others, but it can be factored into a grade, especially if the participation is in part demonstrated by students through the completion of specific in-class activities, assignments, and quizzes.”

Most instructors will allow up to a certain number of absences (typically 3 absences in a class that meets once a week for 16-17 ½ weeks) after which, as stated in the Syllabus, the student is dropped from the class.

- **Date of Final Exam**

In accordance with [Final Exam Schedule](#) found at [riohondo.edu > Admissions & Aid > Academics > Final Exam Schedule](#).

- **Grading Policy, Percentages, and/or Points**

- **Homework Policy**

- **Special Needs Policy/DSPS Accommodations**

Determination of disability and accommodations is the role and function of DSPS faculty. If a student is requesting testing accommodations, they will present you with a form that states the parameters of accommodations required.

Disabled Students Programs and Services (Room SS330)

(562) 908-3420

- **Student Learning Outcomes (SLOs) (now simply known as Outcomes)**

Outcomes listed on the syllabus should match, word-for-word, the outcomes shown in *Taskstream (by Watermark™)*, the software used by Rio Hondo College Faculty to enter Outcomes data at the end of each semester (discussed later in the “[Outcomes Reporting](#)” section of this handbook).

- **Academic Integrity (Cheating and Plagiarism Policy)**

Information on [Academic Integrity](#) can be found by navigating to the Student Affairs home page of the Rio Hondo College website at [www.riohondo.edu/student-affairs/](http://www.riohondo.edu/student-affairs/) and clicking the “Academic Integrity” link at the left side of the page.

- **Course Schedule**

The course schedule should include weekly topics and assignments. Such information could include, but it not limited to, Date, Chapter(s) covered, and Homework Assignment(s), as can be seen in the “Link to Sample Syllabus” below:

[Link to Sample Syllabus](#)

- [Syllabus Auto 101.doc](#)

**ROLL SHEET(S)/ATTENDANCE**

It is important to ensure that students attending the first meeting of a class are officially enrolled, as the College is paid on the basis of officially enrolled students only (2021-2022 Faculty Handbook, p.22).

Additionally, any registered students who do not attend the first meeting should be dropped, unless prior arrangements have been made with the instructor.

**Printing Attendance Rosters**

- Go to the “Faculty” tab in AccessRIO and click on “Faculty Rosters” under the “Manage My Courses” heading.
- Choose the term(s) for your roster(s).
- Select the check box for the attendance roster(s) you would like to create.
- Click the “Create Roster(s)” button.

| Attendance Rosters       | Grade Worksheets                    | Add Code Roster          | CRN   | EXCEL                      | Course    | Title                          | Start       | End         | Enrolled |
|--------------------------|-------------------------------------|--------------------------|-------|----------------------------|-----------|--------------------------------|-------------|-------------|----------|
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | 30387 | <a href="#">Click Here</a> | AUTO 101  | Intro Auto Serv &Rpr Undr Hood | 28-JAN-2023 | 25-MAY-2023 | 23       |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 30401 | <a href="#">Click Here</a> | AUTO 103  | Intro Auto Serv &Rpr Undrcar   | 28-JAN-2023 | 25-MAY-2023 | 23       |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | 30410 | <a href="#">Click Here</a> | AUTO 101  | Intro Auto Serv &Rpr Undr Hood | 28-JAN-2023 | 25-MAY-2023 | 20       |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 30475 | <a href="#">Click Here</a> | AUTO 220  | Manual Drive Trains and Axles  | 28-JAN-2023 | 25-MAY-2023 | 24       |
| <input type="checkbox"/> | <input type="checkbox"/>            | N/A                      | 39045 | <a href="#">Click Here</a> | TESL 101A | Tesla Student Auto Tech - A    | 01-APR-2023 | 25-MAY-2023 | 15       |

You will end up with something like this that you can print:

| <table border="1"> <tr> <th>Seats Taken</th> <th>Available</th> </tr> <tr> <td>24</td> <td>1</td> </tr> </table> |              |    | Seats Taken | Available | 24 | 1 | As of: 18-JUN-2023 09:48:49 |  |  |  |  |  |  |  |  |  |  |  |
|--|--------------|----|-------------|-----------|----|---|-----------------------------|--|--|--|--|--|--|--|--|--|--|--|
| Seats Taken  | Available    |    |             |           |    |   |                             |  |  |  |  |  |  |  |  |  |  |  |
| 24   | 1            |    |             |           |    |   |                             |  |  |  |  |  |  |  |  |  |  |  |
|  |              |    |             |           |    |   |                             |  |  |  |  |  |  |  |  |  |  |  |
|  | Student Name | ID |             |           |    |   |                             |  |  |  |  |  |  |  |  |  |  |  |
| 1  |              |    |             |           |    |   |                             |  |  |  |  |  |  |  |  |  |  |  |
| 2  |              |    |             |           |    |   |                             |  |  |  |  |  |  |  |  |  |  |  |
| 3  |              |    |             |           |    |   |                             |  |  |  |  |  |  |  |  |  |  |  |
| 4  |              |    |             |           |    |   |                             |  |  |  |  |  |  |  |  |  |  |  |
| 5  |              |    |             |           |    |   |                             |  |  |  |  |  |  |  |  |  |  |  |
| 6  |              |    |             |           |    |   |                             |  |  |  |  |  |  |  |  |  |  |  |
| 7  |              |    |             |           |    |   |                             |  |  |  |  |  |  |  |  |  |  |  |

### Census Date

Note the Census Date shown on the Roster. Census date is Monday of census week, which is the week nearest to 20% of the number of weeks in the primary term. (from [Principles of Attendance Accounting for the California Community Colleges](#)).

You should make sure all students in your class are registered by the census date.

### Creating a Roll Sheet

Here is one example of how to create a Roll Sheet for your class:

- Go to the “Faculty” tab in AccessRIO and click on “Faculty Rosters.”
- Choose the term(s) for your roster(s).
- Select the “Click Here” link for a roster that can be opened in EXCEL. (The file will automatically download to your default “Downloads” folder).

|  |   |                          |                          |       |                            |           |                                |             |             |          |
|--|---|--------------------------|--------------------------|-------|----------------------------|-----------|--------------------------------|-------------|-------------|----------|
| <ul style="list-style-type: none"> <li>• Spring 2023</li> <li>• Summer 2023</li> <li>• Fall 2023</li> </ul> <p>If you would like a different term, please select a term from the above menu.</p> | <b>Select by CRN ... Spring 2023</b><br>Select 1 or more CRN's. Press the create rosters button when ready.<br><input type="button" value="Create Roster(s)"/> <input type="button" value="Reset"/> |                          |                          |       |                            |           |                                |             |             |          |
|  | Attendance Rosters  | Grade Worksheets         | Add Code Roster          | CRN   | EXCEL                      | Course    | Title                          | Start       | End         | Enrolled |
|  | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | 30387 | <a href="#">Click Here</a> | AUTO 101  | Intro Auto Serv &Rpr Undr Hood | 28-JAN-2023 | 25-MAY-2023 | 23       |
|  | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | 30401 | <a href="#">Click Here</a> | AUTO 103  | Intro Auto Serv &Rpr Undrcar   | 28-JAN-2023 | 25-MAY-2023 | 23       |
|  | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | 30410 | <a href="#">Click Here</a> | AUTO 101  | Intro Auto Serv &Rpr Undr Hood | 28-JAN-2023 | 25-MAY-2023 | 20       |
|  | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | 30475 | <a href="#">Click Here</a> | AUTO 220  | Manual Drive Trains and Axles  | 28-JAN-2023 | 25-MAY-2023 | 24       |
|  | <input type="checkbox"/>  | <input type="checkbox"/> | N/A                      | 39045 | <a href="#">Click Here</a> | TESL 101A | Tesla Student Auto Tech - A    | 01-APR-2023 | 25-MAY-2023 | 15       |

**NOTE:** the first time you download this file, you will need to associate EXCEL as the program that opens this file type (p\_download):

- Find the file on your computer.
- Right-click the file > select “Open with” > EXCEL > Always (open with this program).

**You only need to perform these actions the *first* time you download a roster. Thereafter, the download will automatically open in EXCEL.**

You will end up with something like this:

| TERM   | CRN   | SUBJ | CRS | REG. CODI | STATUS     | ID | LNAME | FNAME | MI | MAJOR       | PHONE | EMAIL | FINAL GRADE |
|--------|-------|------|-----|-----------|------------|----|-------|-------|----|-------------|-------|-------|-------------|
| 202370 | 70348 | AUTO | 101 | RW        | ***REGIST  |    |       |       |    | Undeclare   |       |       |             |
| 202370 | 70348 | AUTO | 101 | WL        | Waitlisted |    |       |       |    | Automotiv   |       |       |             |
| 202370 | 70348 | AUTO | 101 | WL        | Waitlisted |    |       |       |    | Studio Art  |       |       |             |
| 202370 | 70348 | AUTO | 101 | WL        | Waitlisted |    |       |       |    | Alternative |       |       |             |
| 202370 | 70348 | AUTO | 101 | RW        | ***REGIST  |    |       |       |    | Alternative |       |       |             |
| 202370 | 70348 | AUTO | 101 | RW        | ***REGIST  |    |       |       |    | Automotiv   |       |       |             |
| 202370 | 70348 | AUTO | 101 | RW        | ***REGIST  |    |       |       |    | CSU Gener   |       |       |             |
| 202370 | 70348 | AUTO | 101 | RW        | ***REGIST  |    |       |       |    | IGETC Gen   |       |       |             |

- Create a Roll Sheet in EXCEL:

| # | Last Name | First Name | Signature |
|---|-----------|------------|-----------|
| 1 |           |            |           |
| 2 |           |            |           |
| 3 |           |            |           |
| 4 |           |            |           |
| 5 |           |            |           |
| 6 |           |            |           |
| 7 |           |            |           |
| 8 |           |            |           |

- Copy the First and Last Name fields from the EXCEL roster to your EXCEL Roll Sheet:

| TERM   | CRN   | SUBJ | CRS | REG. CODI | STATUS     | ID | LNAME | FNAME | MI | MAJOR       | PHONE | EMAIL | FINAL GRADE |
|--------|-------|------|-----|-----------|------------|----|-------|-------|----|-------------|-------|-------|-------------|
| 202370 | 70348 | AUTO | 101 | RW        | ***REGIST  |    |       |       |    | Undeclare   |       |       |             |
| 202370 | 70348 | AUTO | 101 | WL        | Waitlisted |    |       |       |    | Automotiv   |       |       |             |
| 202370 | 70348 | AUTO | 101 | WL        | Waitlisted |    |       |       |    | Studio Art  |       |       |             |
| 202370 | 70348 | AUTO | 101 | WL        | Waitlisted |    |       |       |    | Alternative |       |       |             |
| 202370 | 70348 | AUTO | 101 | RW        | ***REGIST  |    |       |       |    | Alternative |       |       |             |
| 202370 | 70348 | AUTO | 101 | RW        | ***REGIST  |    |       |       |    | Automotiv   |       |       |             |
| 202370 | 70348 | AUTO | 101 | RW        | ***REGIST  |    |       |       |    | CSU Gener   |       |       |             |
| 202370 | 70348 | AUTO | 101 | RW        | ***REGIST  |    |       |       |    | IGETC Gen   |       |       |             |

- Paste the First and Last Name fields from the EXCEL roster to your EXCEL Roll Sheet:

|    | A   | B         | C          | D         | E | F | G | H | I |
|----|---|-----------|------------|-----------|---|---|---|---|---|
| 1  |   |           |            |           |   |   |   |   |   |
| 2  | Roll Sheet for:                                       |           |            |           |   |   |   |   |   |
| 3  | Intro Auto Serv &Rpr Undr Hood - AUTO 101 (CRN 70348) |           |            |           |   |   |   |   |   |
| 4  | Instructor: Eric Olson eolson@riohondo.edu            |           |            |           |   |   |   |   |   |
| 5  | #   | Last Name | First Name | Signature |   |   |   |   |   |
| 6  | 1   |           |            |           |   |   |   |   |   |
| 7  | 2   |           |            |           |   |   |   |   |   |
| 8  | 3   |           |            |           |   |   |   |   |   |
| 9  | 4   |           |            |           |   |   |   |   |   |
| 10 | 5   |           |            |           |   |   |   |   |   |
| 11 | 6   |           |            |           |   |   |   |   |   |

### Note about FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the rights to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student (“eligible student”). (<https://studentprivacy.ed.gov/faq/what-ferpa>).

More information about FERPA can be found at the [U.S. Department of Education](https://www.ed.gov/) website (<https://www.ed.gov/>).

## ADDING AND DROPPING STUDENTS

Students may be added to your class by the “Last day to add with an add code,” which is shown on the [Important Dates and Deadlines](https://www.riohondo.edu/admissions/important-dates-and-deadlines/) page of the college website (<https://www.riohondo.edu/admissions/important-dates-and-deadlines/>).

- Add codes become active **on the first day of class.**
- Best practice is to adhere to the Waitlist (referred to later in this handbook) when adding students.
- Track the names (or Student IDs) of those to whom you provide add codes.

You should drop non-participating students from your roster(s).

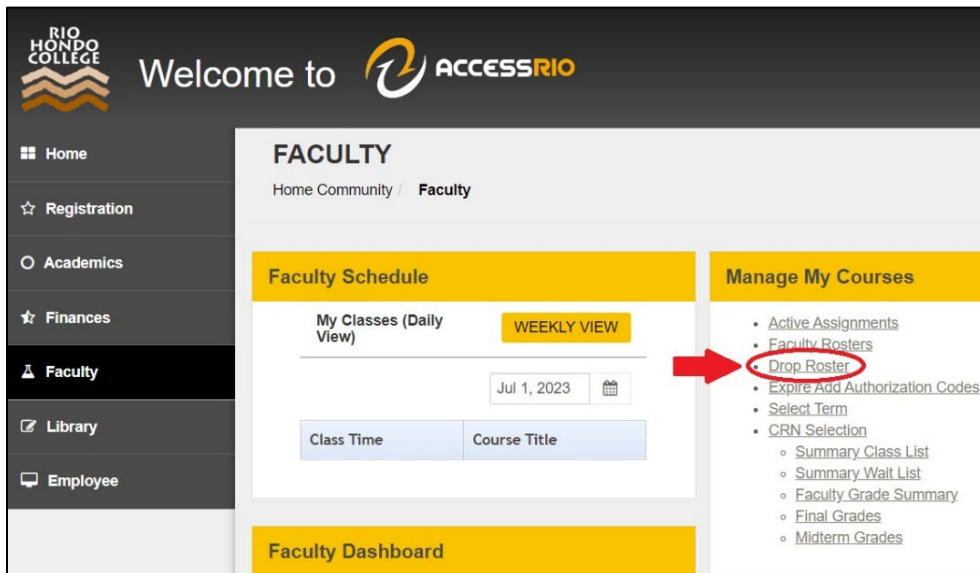
- Student non-participation is determined by the faculty member and should be clearly defined for all students on the class syllabus ([Rio Hondo College 2021-2022 Faculty Handbook](#)).

## Add a Student

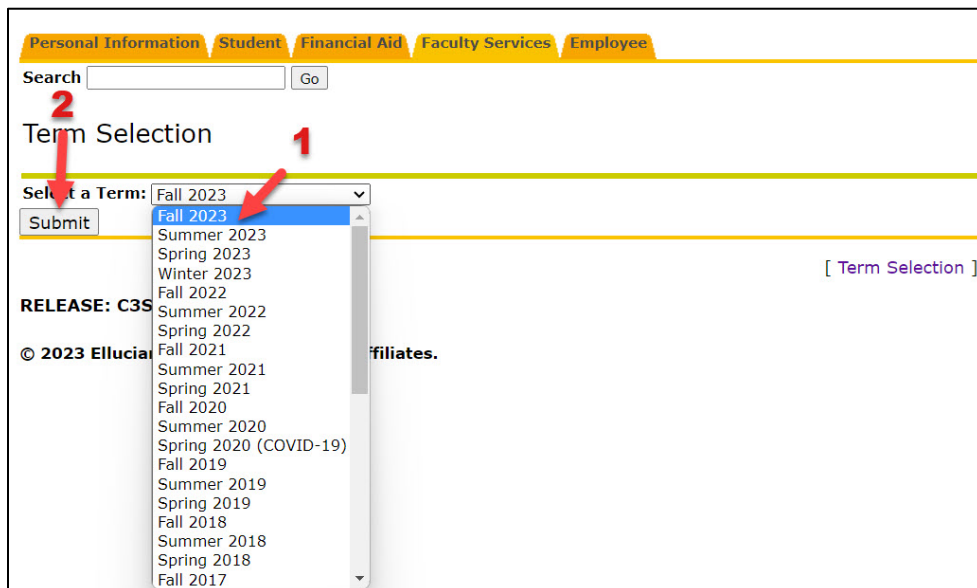
- Go to [“Faculty Rosters”](#) in AccessRio (discussed earlier).
- Select the term (Spring/Summer/Fall/Winter).
- Check the “Add Code Rosters” box.
- Click on the “Create Roster(s)” button for a list of **Add Authorization Codes**.  
**NOTE: Add authorization codes must be entered in upper case letters.**
- The student will be responsible for adding the class via the “Add or Drop Classes” link found under the “Registration” tab in AccessRio.

## Drop a Student

- Navigate to AccessRio > Faculty > Manage My Courses > Drop Roster:



- Select the desired term and click “Submit”:



- Select the desired CRN of the course:

Personal Information Student Financial Aid Faculty Services Employee

Search  Go

## Drop Roster Status

This page lists the classes for which you are the primary instructor for the term. The Drop Rosters that are shown are for classes that have a grade-roll notation if at least one student's grade has been rolled.

The grade-roll status of each class is noted in the Rolled column.

### Current Drop Roster Summary

| CRN   | Subj | Crse | Sec | Title                       | Rule ID | Roster Type  | Census Type   | Active | Roll |
|-------|------|------|-----|-----------------------------|---------|--------------|---------------|--------|------|
| 51806 | AUTO | 107  | 1   | Intro to Auto Light Service | 2       | Total Roster | Not Available | Now    |      |

- Click the drop-down arrow in the box associated with the desired student's name, and select from the available choices (Instr Drop with Refund, Instr Drop with W grade, or other), and click "Submit":

### Drop Roster Maintenance

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the application is submitted, you will be able to view the drop status of the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.

If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and that no students will be dropped. The page will display to verify this choice.

#### Course Information

| CRN   | Title   | Rule ID | Roster Type  | Census Type | Dates Available         | Roster Last Submitted |
|-------|---|---------|--------------|-------------|-------------------------|-----------------------|
| 51806 | Introduction to Automotive Light Service - AUTO 107 1 2 |         | Total Roster | NA          | Jun 20,2023-Jul 28,2023 | 20-JUN-2023           |

#### Students Eligible to be Dropped

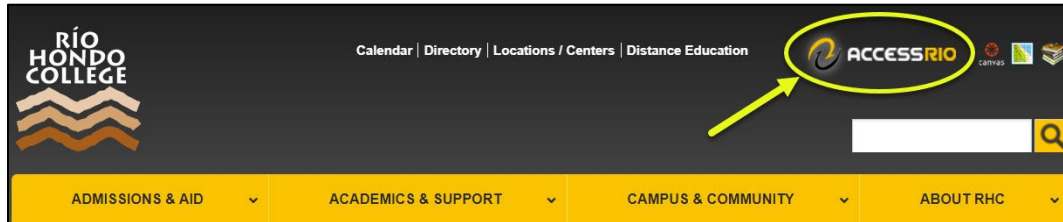
| Record Number | Student ID | Student Name | Current Registration | Action                          | Student Email           |
|---------------|------------|--------------|----------------------|---------------------------------|-------------------------|
| 1             | 00000001   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |
| 2             | 00000002   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |
| 3             | 00000003   | John, John   | ***REGISTERED***     | None<br>Instr Drop with W grade | john.john@rio.hondo.edu |
| 4             | 00000004   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |
| 5             | 00000005   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |
| 6             | 00000006   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |
| 7             | 00000007   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |
| 8             | 00000008   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |
| 9             | 00000009   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |
| 10            | 00000010   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |
| 11            | 00000011   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |
| 12            | 00000012   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |
| 13            | 00000013   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |
| 14            | 00000014   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |
| 15            | 00000015   | John, John   | ***REGISTERED***     | None                            | john.john@rio.hondo.edu |

Submit Reset

## CANVAS LMS (Learning Management System)

“Canvas LMS is an open source Learning Management System that serves as a central hub for online, hybrid, and in-person classrooms. Canvas LMS is a modern education tool that connects teachers and educators to their students. Its easy-to-use interface facilitates a two-way flow of communication between instructors and learners”.

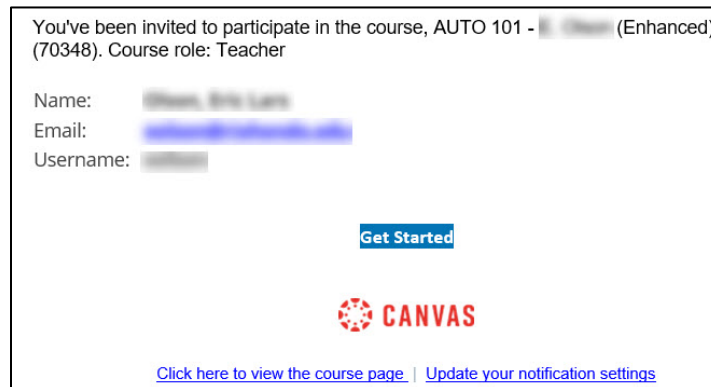
(<https://www.instructure.com/lms-learning-management-system>).



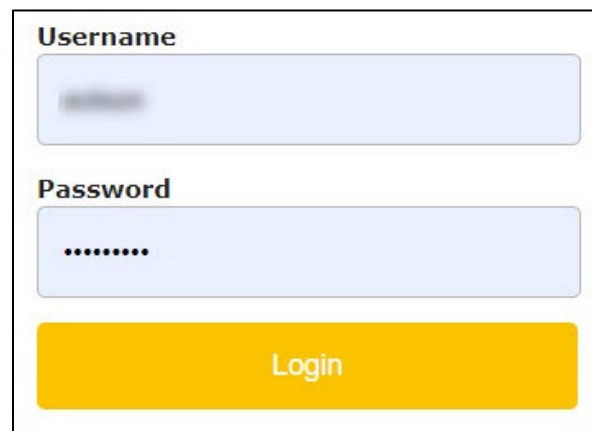
### ACCESS TO CANVAS

Once a faculty member has been assigned to teach a course, they should receive an email in their Rio Hondo Email account similar to the one below:

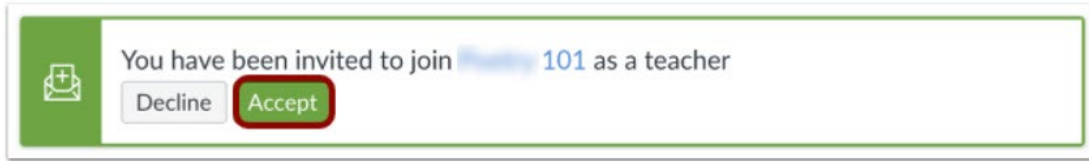
Clicking the “Get Started” button, as shown below, will take you to the Canvas login screen:



- Your **username/password** is your **AccessRio username/password**.



The first time you log in, you will need to **accept the invitation** to the course by clicking the “Accept” button, as shown below:



Once a Canvas course invitation has been accepted, Faculty can access their Canvas course(s) by one of the following methods:

**Method 1:**

- Log in to **Access Rio** and click on the **Faculty** tab.
- Click on the **Canvas Log In** link:



**Method 2:**

- Navigate directly to <https://riohondo.instructure.com> in your browser.

**PREPARING YOUR CANVAS COURSE(S)**

You have access to the following resources to help you prepare your Canvas course:

- [Intro to Teaching with Canvas Self-Paced Version](#) - You will learn the basics of how Canvas works.
- [Intro to Accessibility/Compliance](#) - This course introduces some of the fundamental principles of accessibility and prepares learners for further study in accessibility and inclusive design.
- [Faculty Resource Center](#) - Provides faculty and staff with updated, current information and training resources.

**\*Of particular interest:**

- [Set Up Your Canvas Course in 30 minutes or Less.](https://community.canvaslms.com/t5/Contingency-Resources/Set-Up-Your-Canvas-Course-in-30-minutes-or-Less/ba-p/258437)  
(community.canvaslms.com/t5/Contingency-Resources/Set-Up-Your-Canvas-Course-in-30-minutes-or-Less/ba-p/258437)
- [Free Canvas shell \(template\)](https://continuous-learning-institute.com/transitiontoonline)  
(continuous-learning-institute.com/transitiontoonline)

**NOTE:** Any faculty member who is **NEW** to Canvas can request a “Canvas development shell” (“sandbox”) by contacting the Rio Hondo Distance Education Support Team at [desupport@riohondo.edu](mailto:desupport@riohondo.edu) or (562) 463-3218, and import the downloaded Canvas template into that shell to view and ‘experiment’ with different elements of Canvas **BEFORE** importing the template into their actual course(s) for Rio Hondo College.

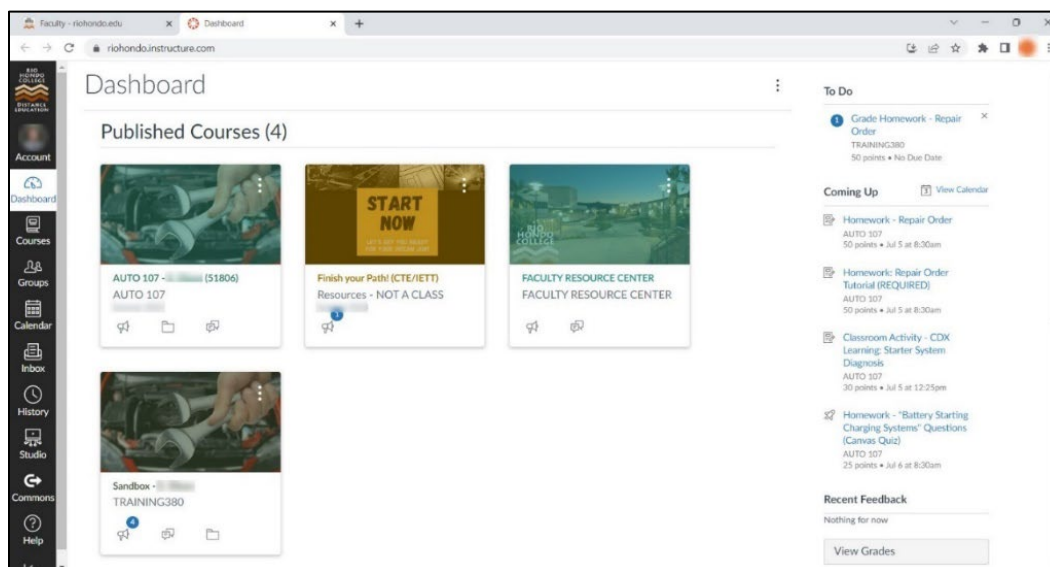
- Once content is created or imported into a Canvas shell, it can be copied from one shell to another within the organization; **this includes copying content from your “development shell” to any other Canvas shell that is shown in your Canvas Dashboard.**
- **NOTE** that you can also create a **FREE** Canvas Account at [canvas.instructure.com](https://canvas.instructure.com) and ‘Start a New Course’ that you can use to upload the template (or any other content) to; **HOWEVER**, this Canvas shell will not be linked to Rio Hondo College, and therefore content cannot be copied from this shell to a course in the instructor’s Rio Hondo College course dashboard.

### Download and Import a Template

1. Navigate to [continuous-learning-institute.com/transitiontoonline](https://continuous-learning-institute.com/transitiontoonline)
2. Scroll down to “Step 1: Download the Free File”.
3. Click on the “Free Download” button.
  - *The file will be downloaded to the default ‘Downloads’ folder on your computer.*
4. Scroll down to “Step 2: Import the File”.
5. Click on the “Directions to Import File” button to read step-by-step directions to import the file into the Canvas shell of your choice.

## NAVIGATING CANVAS

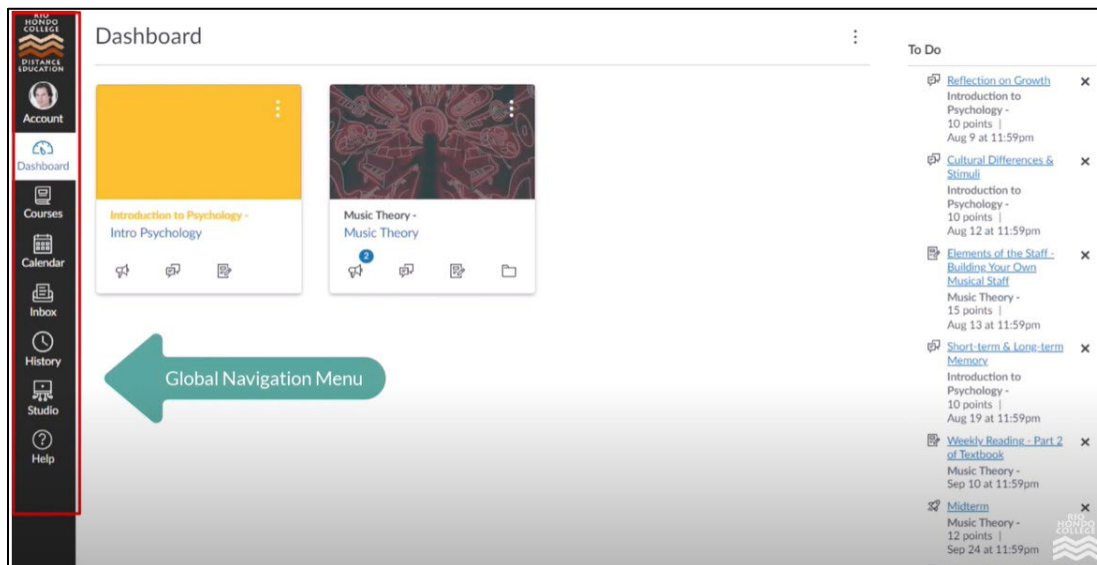
Once logged into Canvas, you will be able to view the Dashboard, as seen below.



You can find a [video](https://www.youtube.com/watch?v=q2UerQOAEqQ&t=265s) that explains how to navigate the Canvas Dashboard at <https://www.youtube.com/watch?v=q2UerQOAEqQ&t=265s>.

## Global Navigation Menu

The Global Navigation Menu is seen on the left side of the Canvas window, as shown below:



The Global Navigation Menu has the following options:

- Account
- Courses
- Calendar
- Inbox
- History
- Studio
- Help

### **Account:**

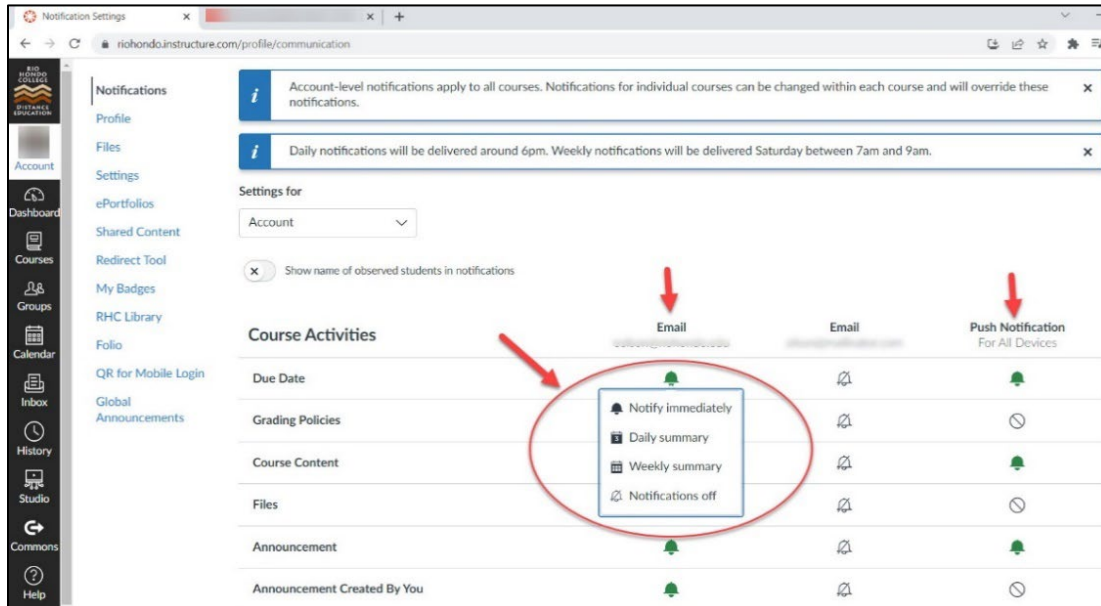
Here you have the following twelve (12) choices, explained in detail below:

- Notifications
- Profile
- Files
- Settings
- dPortfolios
- Shared Content
- Redirect Tool
- My Badges
- RHC Library
- Folio
- QR for Mobile Login
- Global Announcements

## Notifications

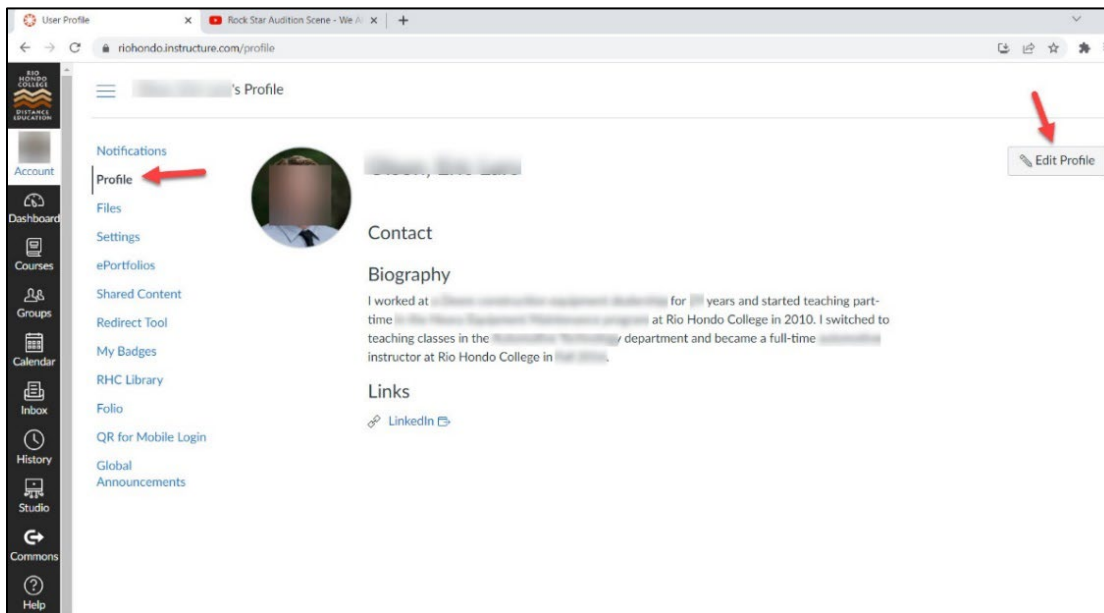
Change when and how you receive **Notifications** for Course Activities, Discussions, Conversations, Scheduling, Groups, Conferences, and Alerts.

Notifications for Announcements, for example, can be set to Notify immediately, Daily summary, Weekly summary, or Notifications off.



## Profile

Add a **Profile** picture and create a profile.

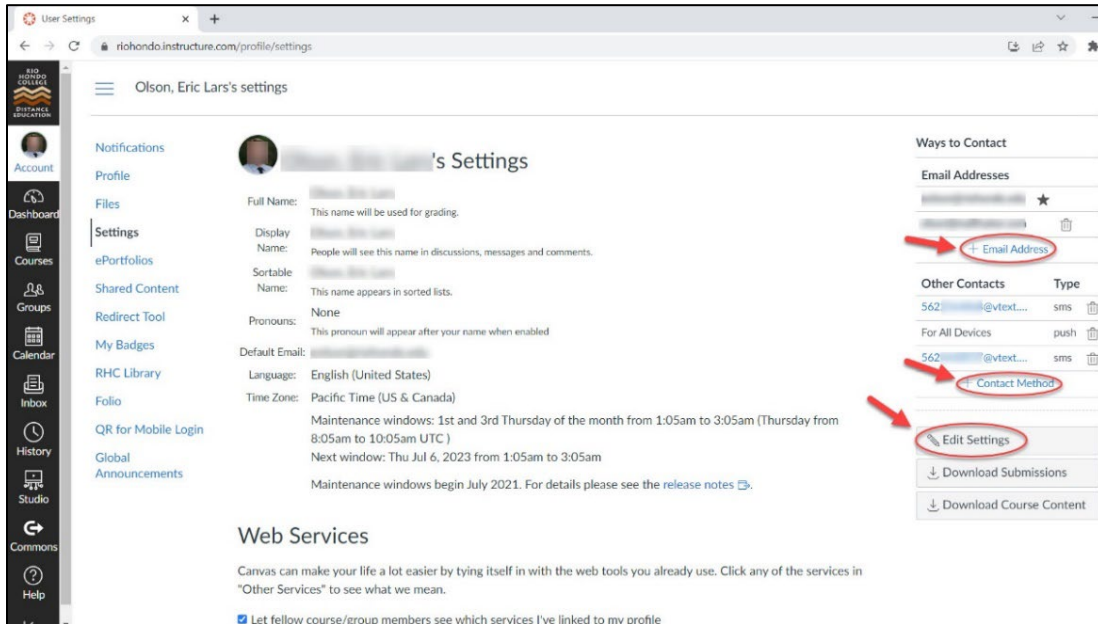


## Files

View course **Files**.

## Settings

Change and configure various **Settings**, including default Email Address and Text (SMS).



## ePortfolio

Create ePortfolios where you can display and discuss the significant submissions and experiences that are happening during your learning process.

## Shared Content

View content that has been shared with you, import it into your course, or remove it from the list.

## My Badges

View digital badges that you have earned.

## RHC Library

Link to the 'Library Home' page for the Rio Hondo College library.

## Folio

A free digital portfolio tool to visually showcase your academic and professional accomplishments and experiences in the Porfolium Network.

## QR for Mobile Login

Sharing a QR code can give others immediate access to your account through the Canvas mobile applications.

## Global Announcements

You can view current and recent global announcements on the Global Announcements page. Global announcements are announcements created by an admin user at your institution and display on the Dashboard to all applicable user roles. The Global Announcements page displays global announcements that are currently active, announcements that you dismissed from the dashboard, and announcements from the past four months.

(<https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-the-Global-Announcements-page-as-a-student/ta-p/391287>).

## **Dashboard:**

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses.

You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation.

(<https://community.canvaslms.com/t5/Student-Guide/How-do-I-use-the-Dashboard-as-a-student/ta-p/512>).

The screenshot displays the Canvas Dashboard interface. The main content area is titled "Dashboard" and shows "Published Courses (4)". The courses listed are:

- AUTO 107 - [blurred]
- Finish your Path! (CTE/IETT) Resources - NOT A CLASS Summer 2023
- FACULTY RESOURCE CENTER FACULTY RESOURCE CENTER
- Sandbox - TRAINING380

On the right side, there is a "To Do" list with the following items:

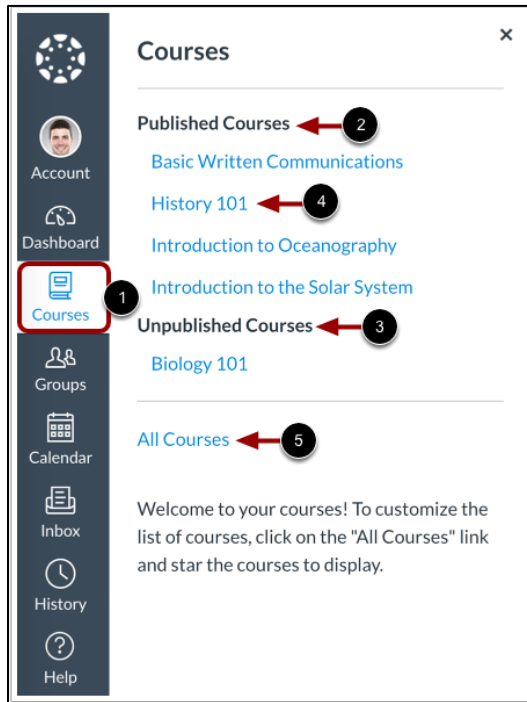
- Grade Homework - Repair Order (TRAINING380, 50 points, No Due Date)
- Homework - Repair Order (AUTO 107, 50 points, Jul 5 at 8:30am)
- Homework - Repair Order Tutorial (REQUIRED) (AUTO 107, 50 points, Jul 5 at 8:30am)
- Classroom Activity - CDX Learning: Starter System Diagnosis (AUTO 107, 30 points, Jul 5 at 12:25pm)
- Homework - "Battery Starting Charging Systems" Questions (Canvas Quiz) (AUTO 107, 25 points, Jul 6 at 8:30am)

Below the "To Do" list is a "Recent Feedback" section with the text "Nothing for now" and a "View Grades" button.

The left sidebar contains navigation links for Account, Dashboard, Courses, Groups, Calendar, Inbox, History, Studio, Commons, and Help.

## Courses:

To view your courses, click the **Courses** link [1]. The Courses menu is organized by published courses [2] and unpublished courses [3].



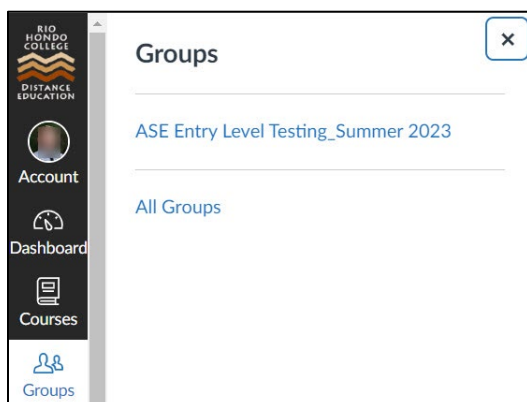
The Courses menu also displays your favorite courses. If no courses are selected as favorites, the course list displays all current courses. If a course includes term dates, the name of the term appears as part of the course listing.

To view a course, click the name of the course [4]. To customize your courses list or view all your Canvas courses, click the **All Courses** link [5].

(<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Global-Navigation-Menu-as-an-instructor/ta-p/806>).

## Groups:

If you are enrolled in Groups, view your groups in the **Groups** link. A menu will expand and display all groups in current courses where you are enrolled.



## Calendar:

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas. (<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Calendar-as-an-instructor/ta-p/917>).

The screenshot shows the Canvas Calendar interface. On the left is a navigation menu with 'Calendar' highlighted. The main area displays a calendar for October 2020. The calendar shows events for Wednesday, October 30, including '9a Meeting', '9:30a Meet', '10a Meetin', '10:30a Me', '11a Meetin', and '11:30a Me'. There is also an 'Assignment' event on Friday, October 23. On the right, there is a sidebar with a list of calendars under the heading 'CALENDARS', including 'Doug Roberts', 'Basic Written Communications', 'Biology 101', 'History 101', 'Introduction to Oceanography', 'Introduction to the Solar System', 'Biology 101.', 'Chemistry 101 (Child Course 2)', 'Chemistry 101 (Child Course)', 'Chemistry 101 (Parent Course)', and 'Geographh 101'.

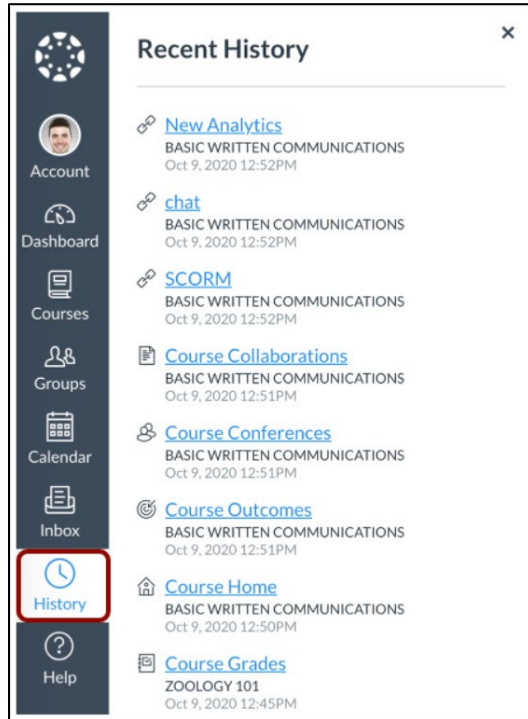
## Inbox:

To view your Conversations Inbox, click the **Inbox** link. Conversations is the Canvas messaging system where you can communicate with other users in your courses. The number of new messages are shown as part of the Inbox icon. (<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Global-Navigation-Menu-as-an-instructor/ta-p/806>).

The screenshot shows the Canvas Inbox interface. On the left is a navigation menu with 'Inbox' highlighted. The main area displays a list of messages. The top message is titled 'Missing Work' and is from 'Doug Roberts, Caroline Jones' dated 'Apr 27, 2020'. The message content says 'I'm so sorry to hear that Bruce has bee...'. Below it is a reply from 'Doug Roberts, Emily Boone' dated 'Apr 8, 2020' with the subject 'Test' and the text 'reply'. There are also messages from 'Bill Sanderson, Doug Roberts' dated 'Mar 10, 2020' with the subject 'Regarding: Emily Boone, Assignm...' and 'reply', and another from 'Bill Sanderson, Doug Roberts' dated 'Mar 10, 2020'. The right-hand side of the interface shows the details of the selected 'Missing Work' message, including the sender's profile picture and name, the date and time of the message, and the full text of the message and its reply.

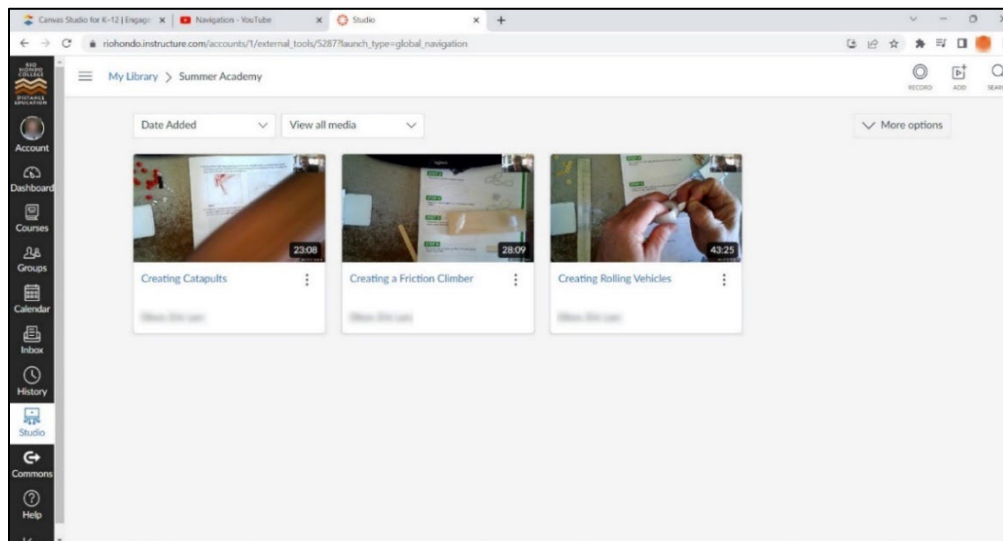
## History:

To view your recent Canvas course page view history, click the **History** link. Recent History displays up to three weeks of your Canvas course page view history. (<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Global-Navigation-Menu-as-an-instructor/ta-p/806>).



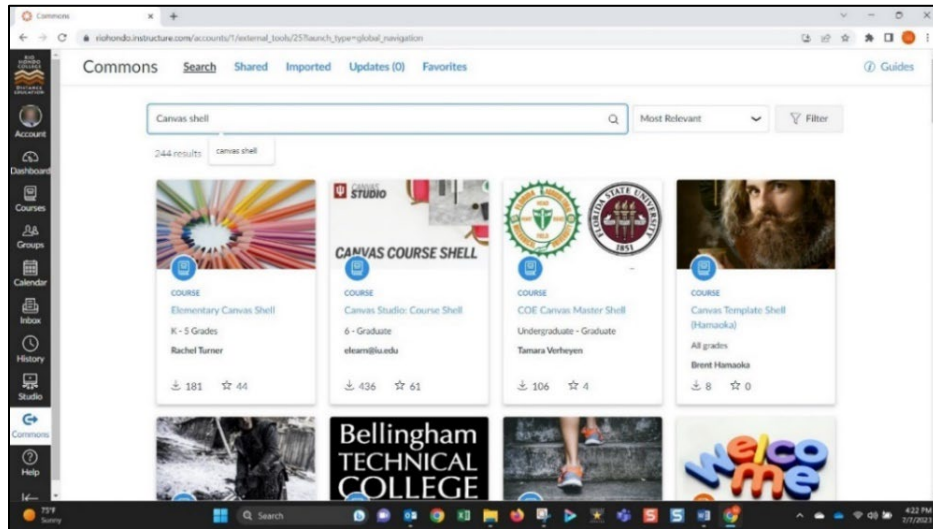
## Studio:

Canvas Studio is a communication tool that allows instructors to create, edit, upload, manage, and share audio and video files in Canvas. Learn more on the Studio website at <https://www.instructure.com/k12/products/canvas/canvas-studio>.



## Commons:

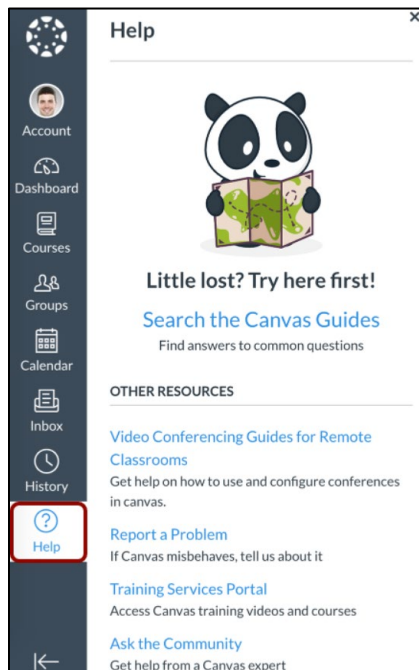
Commons is a learning object repository that enables educators to find, import, and share resources. A digital library full of educational content, Commons allows Canvas users to share learning resources with other users as well as import learning resources into a Canvas course. (<https://community.canvaslms.com/t5/Canvas-Commons/What-is-Canvas-Commons/ta-p/1788>).



## Help:

To get help with Canvas, click the **Help** link (shown below). Select the help option that is relevant to your needs.

**Note:** Depending on your user role and institution settings, the Help menu may display different options.



## Course Navigation Menu

The Course Navigation Menu (shown below) is a series of links on the left side of your course that help you and your students access different course areas.



Depending on the structure of your course, you can choose to reorder and hide course navigation links. (<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Course-Navigation-Menu-as-an-instructor/ta-p/941>).

By default, new courses show links leading to the index pages for the following areas:

- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Settings

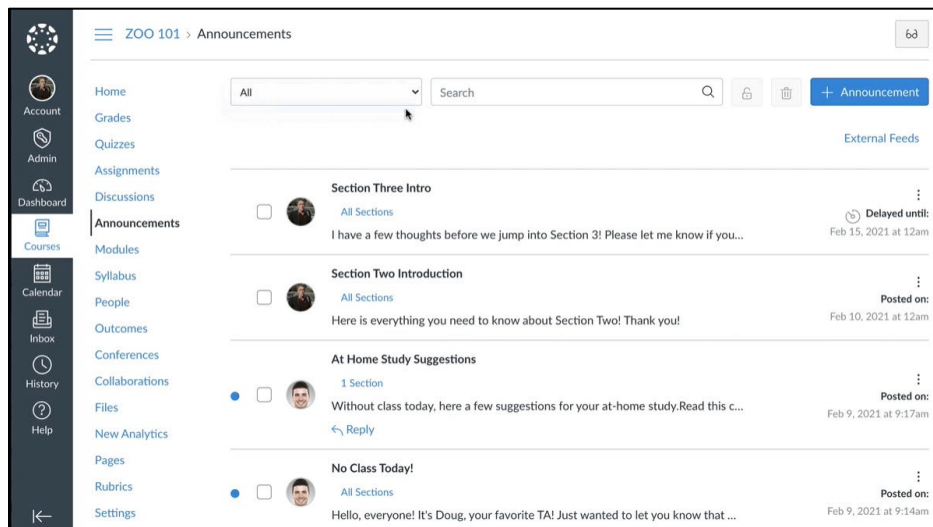
**Note:** Configured external (LTI) tools may create additional Course Navigation links. However, these links do not display the visibility icon. You can [disable Course Navigation links](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Course-Navigation-Menu-as-an-instructor/ta-p/941) for LTI Tools in course settings, and the link will no longer display in the Course Navigation menu for you or your students.

(<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Course-Navigation-Menu-as-an-instructor/ta-p/941>).

## Announcements:

According to “[What are Announcements?](https://community.canvaslms.com)” at <https://community.canvaslms.com>, Announcements allow instructors to communicate with students about course activities and post interesting course-related topics. Announcements are designed to allow instructors to broadcast information out to all members of a course or to all members of sections within a course.

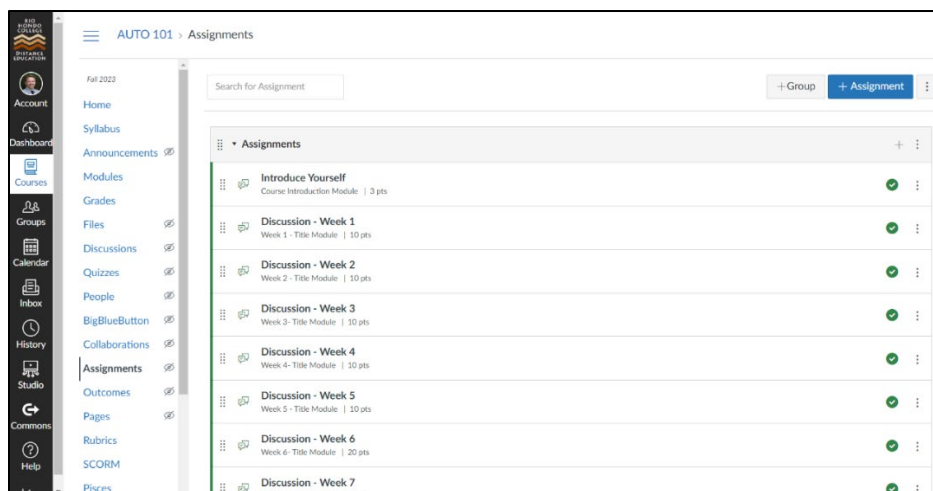
Click or navigate to the following link to view an Announcements Overview video: <https://vimeo.com/72222376>.



## Assignments:

As stated in “[What are Assignments?](https://community.canvaslms.com)” at <https://community.canvaslms.com>, assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.).

Assignments can incorporate a variety of media, and can be assigned to everyone in the course or differentiated by section or user.



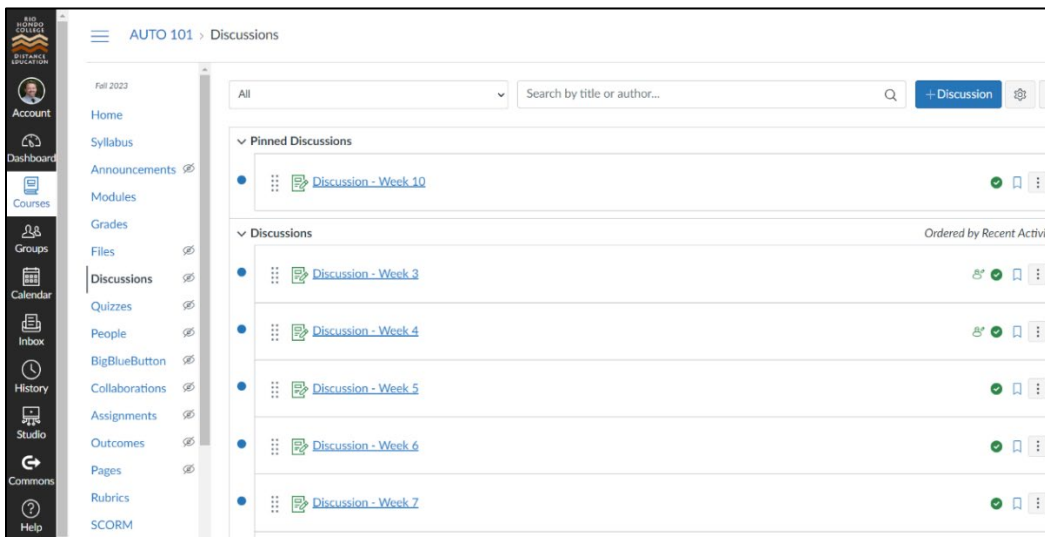
## Discussions:

Canvas provides an integrated system for class discussions, allowing both instructors and students to start and contribute to as many discussion topics as desired. Discussions allows for interactive communication between two or more people; users can participate in a conversation with an entire class or group.

Discussions can also be created as an assignment for grading purposes (and seamlessly integrated with the Canvas Gradebook), or simply serve as a forum for topical and current events. Discussions can also be created within student groups.

Discussion topics can be organized as focused or threaded discussions. Focused discussions only allow for two levels of nesting, the original post and subsequent replies. Threaded discussions allow for infinite levels of nesting. Focused discussions are relatively short-lived interactions, while threaded discussions allow replies within replies and may last for a longer period of time.

(<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Discussions/ta-p/3>).



Learn more about discussions at <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Discussions/ta-p/3>.

## Grades:

Grades can serve as a communication tool between students and instructors and allow instructors to track the progress of students.

The Gradebook stores all information about student progress in the course, measuring both letter grades and course outcomes.

(<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Grades-and-the-Gradebook/ta-p/49>).

Navigate to <https://vimeo.com/332005934> to view a Gradebook overview video.

| Student Name | Recorded Lecture - Ch. 36<br>Out of 50 | Participation | Assignments | Extra Credit | Total    |
|--------------|--|---------------|-------------|--------------|----------|
| Penelope     | 48                                     | 100%          | 96%         | -            | 99.33% A |
| Snidely      | 36                                     | 70%           | 72%         | -            | 70.33% C |
| Speed        | 50                                     | 90%           | 100%        | -            | 91.67% A |
| Tom          | 12                                     | 60%           | 24%         | -            | 54% F    |
| Test Student | -                                      | -             | -           | -            | -        |

## People:

People shows all the users enrolled in your course, either added by your or your institution via SIS import.

Learn how to use the People page in a course by navigating to

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-People-page-in-a-course-as-an-instructor/ta-p/667#:~:text=People%20shows%20all%20the%20users,from%20the%20Course%20Settings%20page.>

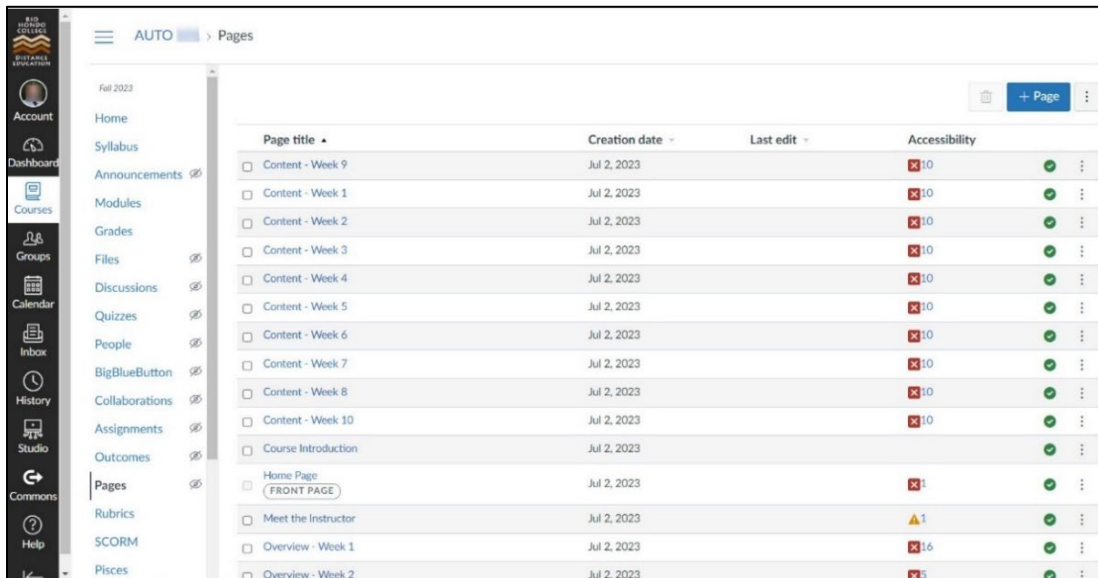
| Name   | Login ID               | SIS ID    | Section | Role    | Last Activity    | Total Activity |
|--|------------------------|-----------|---------|---------|------------------|----------------|
| Adame, Alexis                                  | alexis.adame2074       | 001402074 | 51806   | Student | Jul 6 at 2:30pm  | 05:43:16       |
| Alhambra, Rovick De Guzman                     | rovick.alhambra874     | 001418874 | 51806   | Student | Jul 7 at 11:05am | 01:43:30       |
| Avila, Anabel Angil <b>Inactive</b>            | anabel.avila3091       | 001253091 | 51806   | Student | Jun 20 at 1:00pm | 14:32          |
| Ayala Garcia, Victor Alexander <b>Inactive</b> | victor.ayalagarcia3551 | 001423551 | 51806   | Student | Jun 12 at 4:25pm |                |
| Barajas, Bryan <b>Inactive</b>                 | bryan.barajas9177      | 001189177 | 51806   | Student | Jun 12 at 7:40pm |                |
| Barrales, Axel <b>Inactive</b>                 | axel.barrales6765      | 001426765 | 51806   | Student | Jun 10 at 9:59pm |                |
| Chavez, Jose Adriel <b>Inactive</b>            | jose.chavez1759        | 001261759 | 51806   | Student |                  |                |

## Pages:

Pages store content and educational resources that are part of a course or group but don't necessarily belong in an assignment. Pages can include text, video, and links to files and other course or group content. Pages can also be linked to other pages. They can also be used as a collaboration tool for course or group wikis where only specific users can have access. Canvas keeps the entire history of the page to

account for changes over time. (<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Pages/ta-p/5>).

Navigate to <https://community.canvaslms.com/t5/Video-Guide/Pages-Overview-Instructors/ta-p/383193> to view a Pages Overview video.

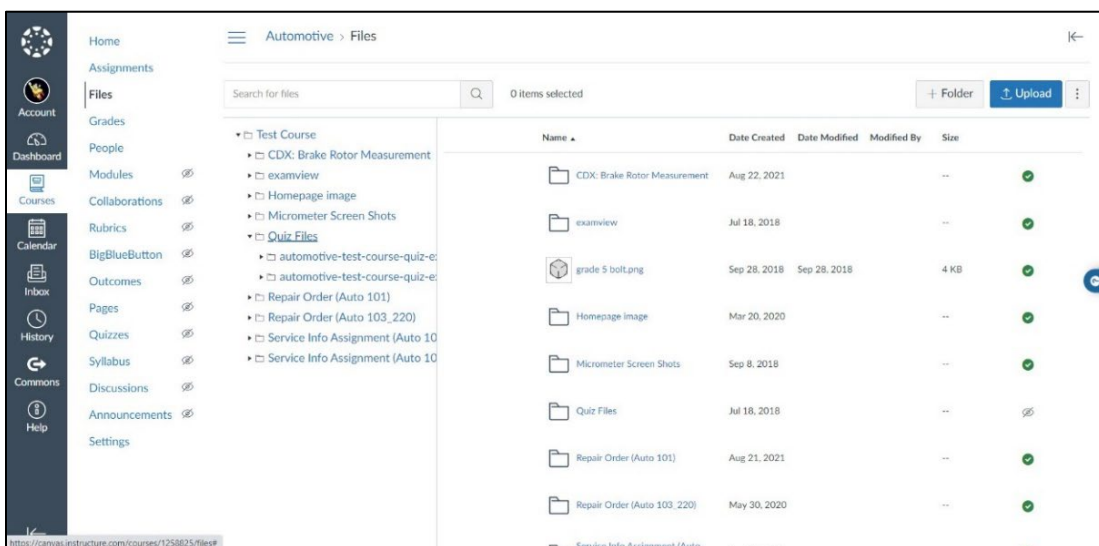


## Files:

Files can house course files, assignments, syllabi, readings, or other documents, as well as profile pictures and user-specific files. Instructors can lock folders and files so they can only be viewed by direct links or only unlock on a specific date.

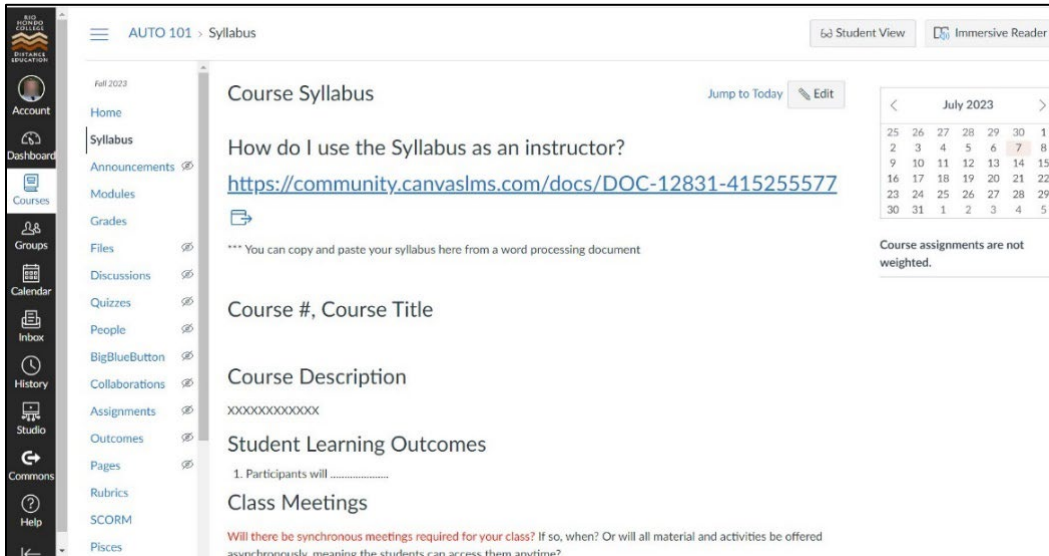
Files can be placed in Modules, Assignments, or Pages. Files and folders are put in alphabetical order and cannot be rearranged.

(<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Files/ta-p/7>).

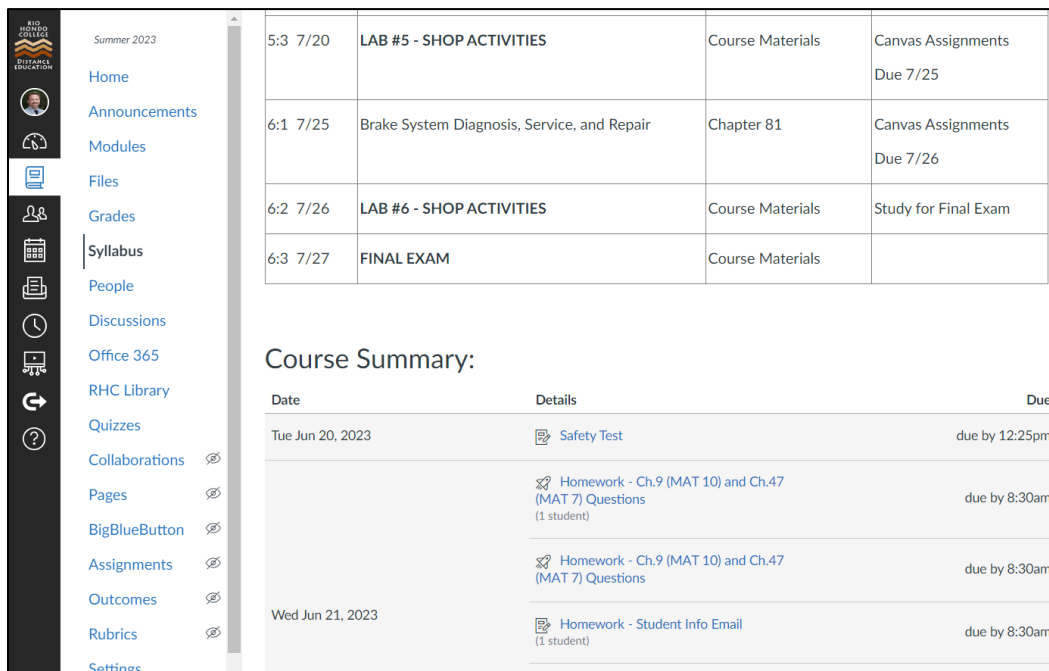


## Syllabus:

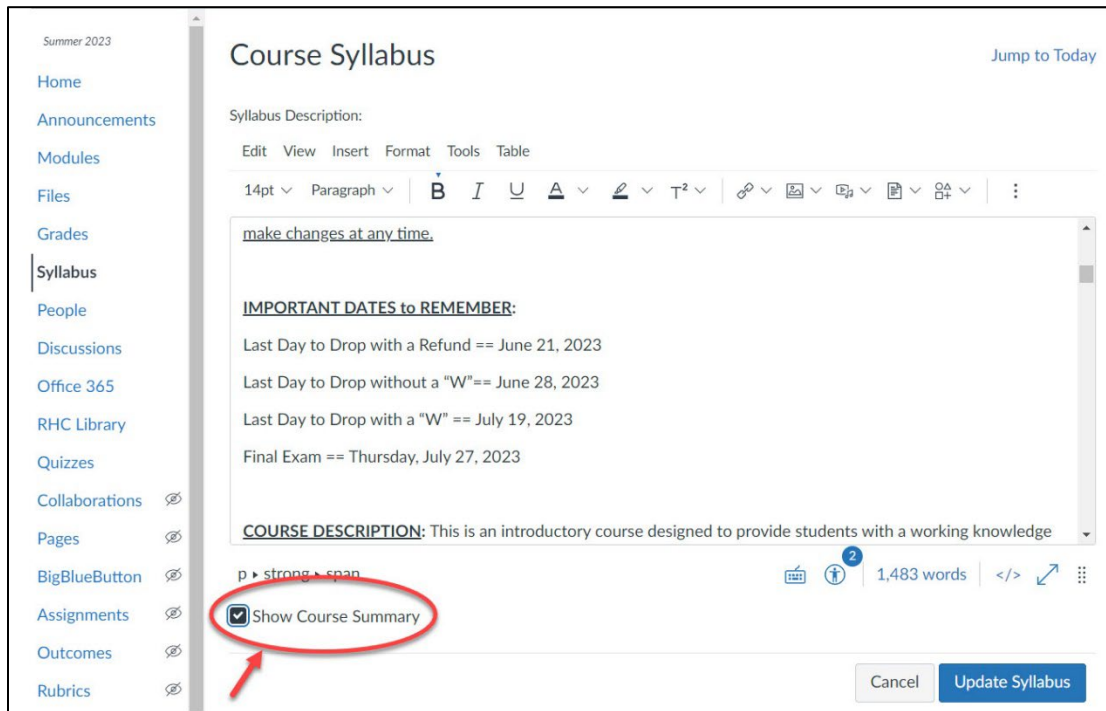
As stated in the article “[How do I use the Syllabus as an instructor?](https://community.canvaslms.com)” at <https://community.canvaslms.com>, the Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order. You can also set the syllabus as your course home page.



The Course Summary is automatically generated based on course assignments and course calendar events. Items within the Course Summary can only be changed by editing or deleting the assignments or events. All assignments (unpublished and published) are listed for instructors, but students only see published assignments.



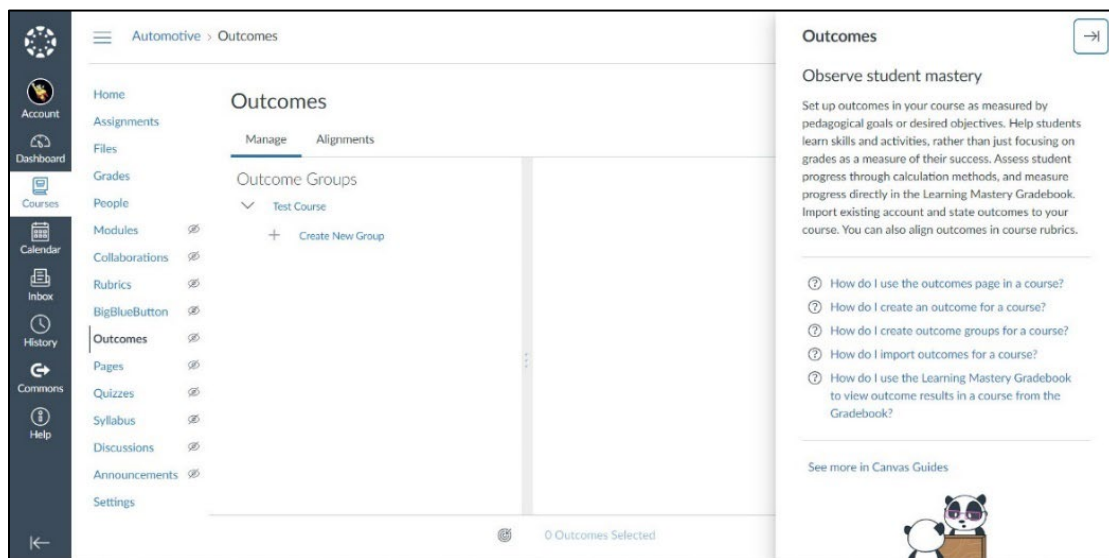
You can disable the Course Summary clicking the “Edit” button while viewing the Syllabus in Course Navigation.



The screenshot shows the Canvas Course Syllabus editor. On the left is a navigation sidebar with options like Home, Announcements, Modules, Files, Grades, Syllabus, People, Discussions, Office 365, RHC Library, Quizzes, Collaborations, Pages, BigBlueButton, Assignments, Outcomes, and Rubrics. The main area is titled 'Course Syllabus' and includes a 'Jump to Today' link. Below the title is a 'Syllabus Description' section with a rich text editor. The editor contains the text: 'make changes at any time.', 'IMPORTANT DATES to REMEMBER:', 'Last Day to Drop with a Refund == June 21, 2023', 'Last Day to Drop without a "W" == June 28, 2023', 'Last Day to Drop with a "W" == July 19, 2023', and 'Final Exam == Thursday, July 27, 2023'. Below this is a 'COURSE DESCRIPTION' section with the text: 'This is an introductory course designed to provide students with a working knowledge'. At the bottom of the editor, there is a 'Show Course Summary' checkbox, which is circled in red and has a red arrow pointing to it. Other elements include a 'Cancel' button and an 'Update Syllabus' button.

## Outcomes:

Outcomes allow the administration and faculty to track mastery in a course. Users can import Account, State, and Common Core Standards into an account and course. (<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Outcomes/ta-p/75>).



The screenshot shows the Canvas Outcomes management interface. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Help, and Settings. The main area is titled 'Outcomes' and has tabs for 'Manage' and 'Alignments'. Under 'Manage', there is a section for 'Outcome Groups' with a dropdown menu showing 'Test Course' and a '+ Create New Group' button. The right sidebar contains a 'How-to' section with five questions: 'How do I use the outcomes page in a course?', 'How do I create an outcome for a course?', 'How do I create outcome groups for a course?', 'How do I import outcomes for a course?', and 'How do I use the Learning Mastery Gradebook to view outcome results in a course from the Gradebook?'. At the bottom right, there is a 'See more in Canvas Guides' link and a small cartoon character.

## Quizzes:

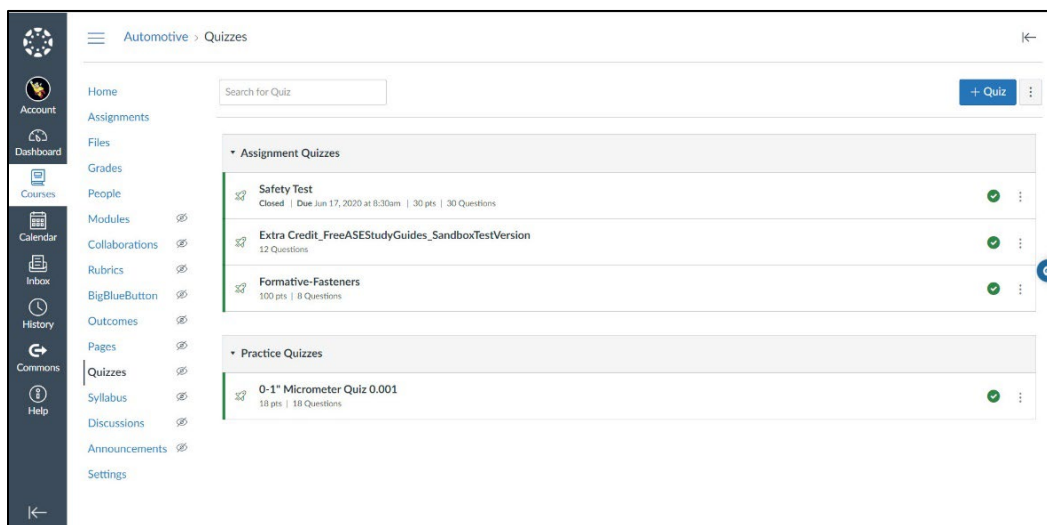
Quizzes in Canvas are assignments that can be used to challenge student understanding and assess comprehension of course material. The quiz tool is used to create and administer online quizzes and surveys. Quizzes can also be used to conduct and moderate exams and assessments, both graded and ungraded.

Canvas has four different types of quizzes:

- A graded quiz is the most common quiz and rewards students points based on their quiz responses.
- A practice quiz is a learning tool to see how well users understand course material without providing a grade.
- A graded survey rewards students with points for completing a survey but grading is not based on right or wrong answers.
- An ungraded survey obtains opinions or other information without providing a grade.

(<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Quizzes/ta-p/68#:~:text=Quizzes%20in%20Canvas%20are%20assignments,assessments%2C%20both%20graded%20and%20ungraded.>).

Navigate to <https://community.canvaslms.com/t5/Video-Guide/Quizzes-Overview-Instructors/ta-p/383786> to view a Quizzes Overview video.



## Modules:

Modules allow instructors to organize content to help control the flow of the course.

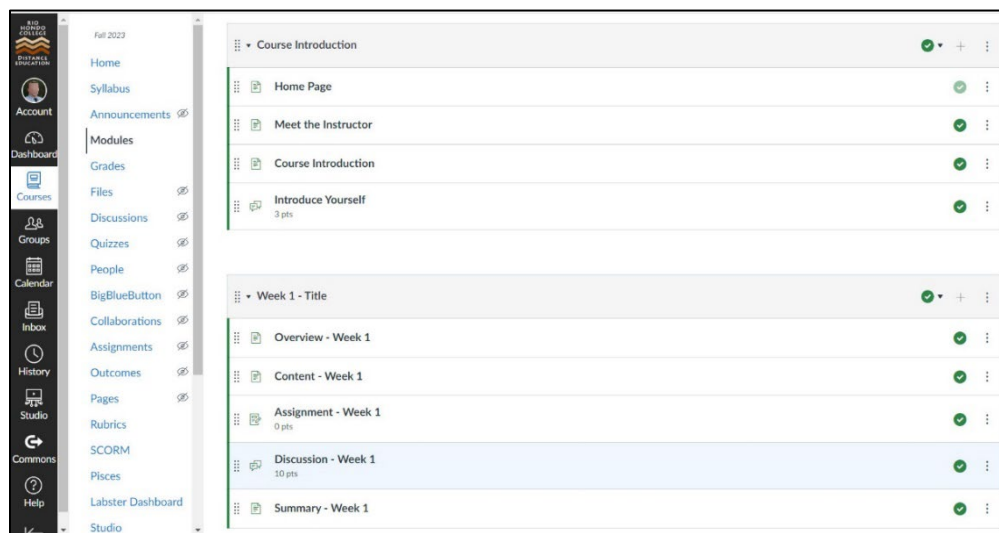
Modules are used to organize course content by weeks, units, or a different organizational structure. Modules essentially create a one-directional linear flow of what students should do in a course.

Each module can contain files, discussions, assignments, quizzes, and other learning materials. Module items can be added to the course from existing content or new content shells within the modules. Course content can be added to multiple modules or iterated several times throughout an individual module. Modules can be easily organized using the drag and drop feature. Elements within the modules can also be reorganized by dragging and dropping.

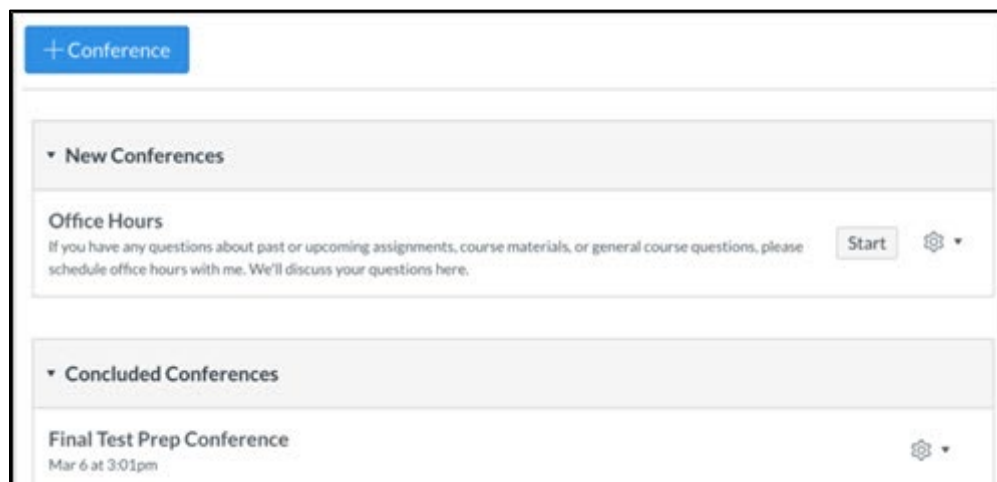
(<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Modules/ta-p/6>).

A Modules Overview video may be found at

<https://community.canvaslms.com/t5/Video-Guide/Modules-Overview-Instructors/ta-p/384423>.



## Conferences:



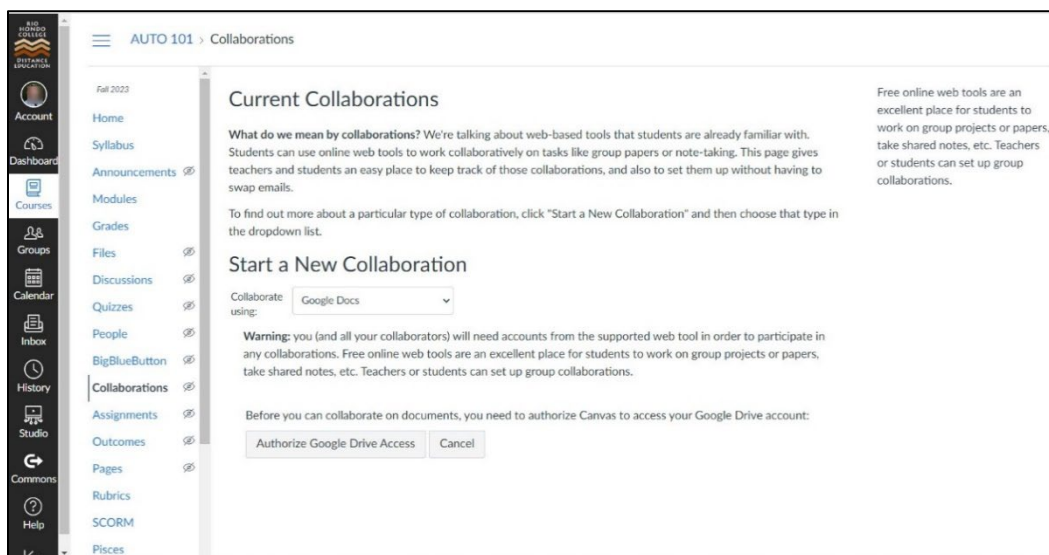
[Conferences](#) are primarily used for virtual lectures, virtual office hours, and student groups. They can also be used to demonstrate technologies or troubleshoot technology issues online. For best performance, Conferences should be limited to 100 users or fewer. Canvas integrates with [BigBlueButton](#).

(<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Conferences/ta-p/53#:~:text=Conferences%20makes%20it%20easy%20to,slides%2C%20or%20demo%20online%20resources.>).

### **Collaborations:**

Canvas leverages collaborative technology to allow multiple users to work together on the same document at the same time. Collaborative documents are saved in real-time, meaning a change made by any of its users will be immediately visible to everyone.

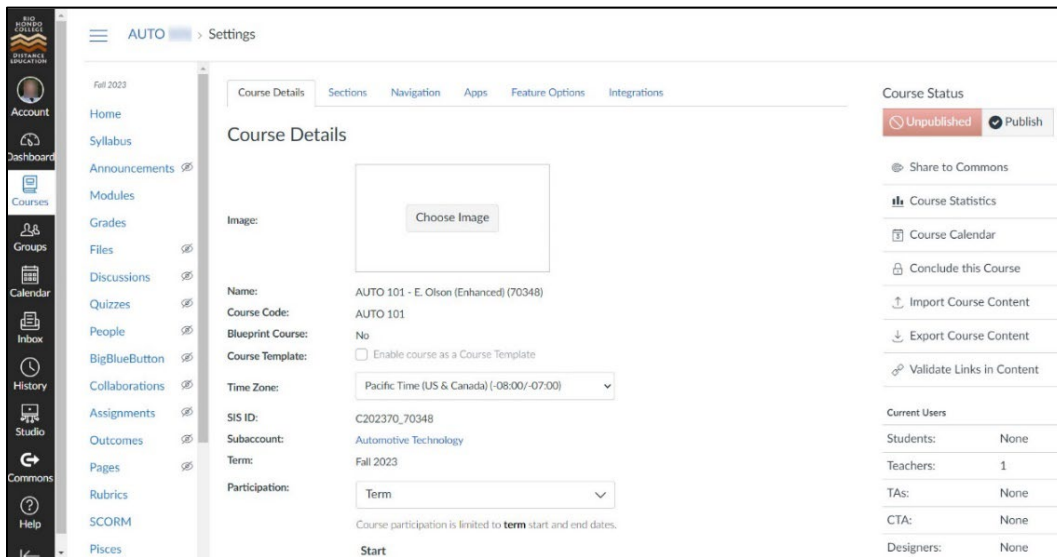
Learn more about Canvas Collaborations at <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Collaborations/ta-p/61>.



### **Settings:**

The Settings navigation link is where you can easily update and see the different users and sections, and you can also modify the navigation of your course. Depending on your permissions, you can edit differing levels of the course settings.

The Canvas Community guide “How do I use course settings?” can be found at <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-course-settings/ta-p/1267>.



## Course Details

Some useful things you can do in the Course Details tab are:

- Choose a course image.
- Edit the **Start** date and **End** date of your course.

## Sections

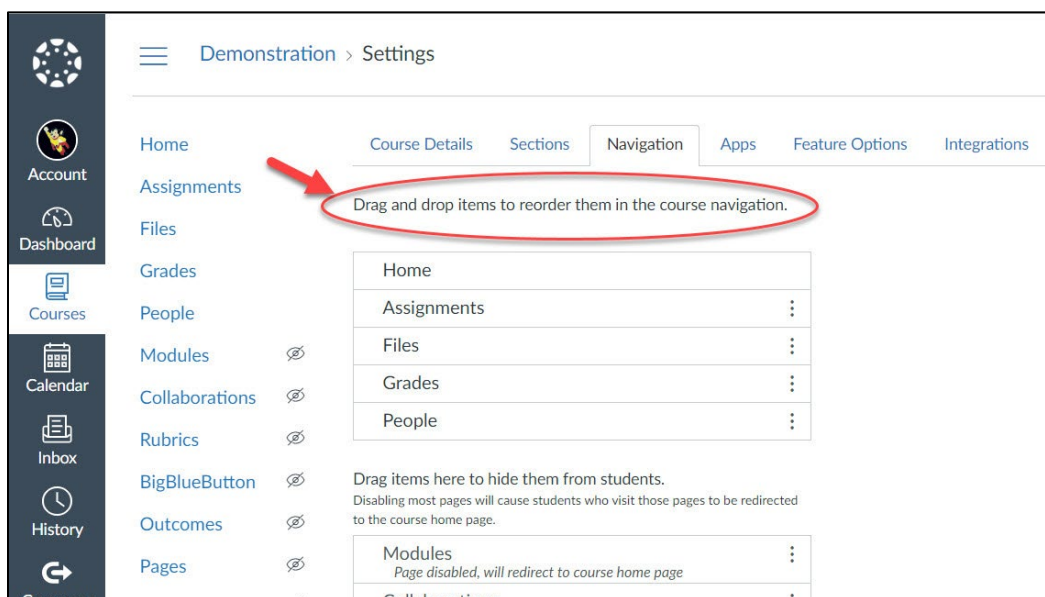
View course section(s).

## Navigation

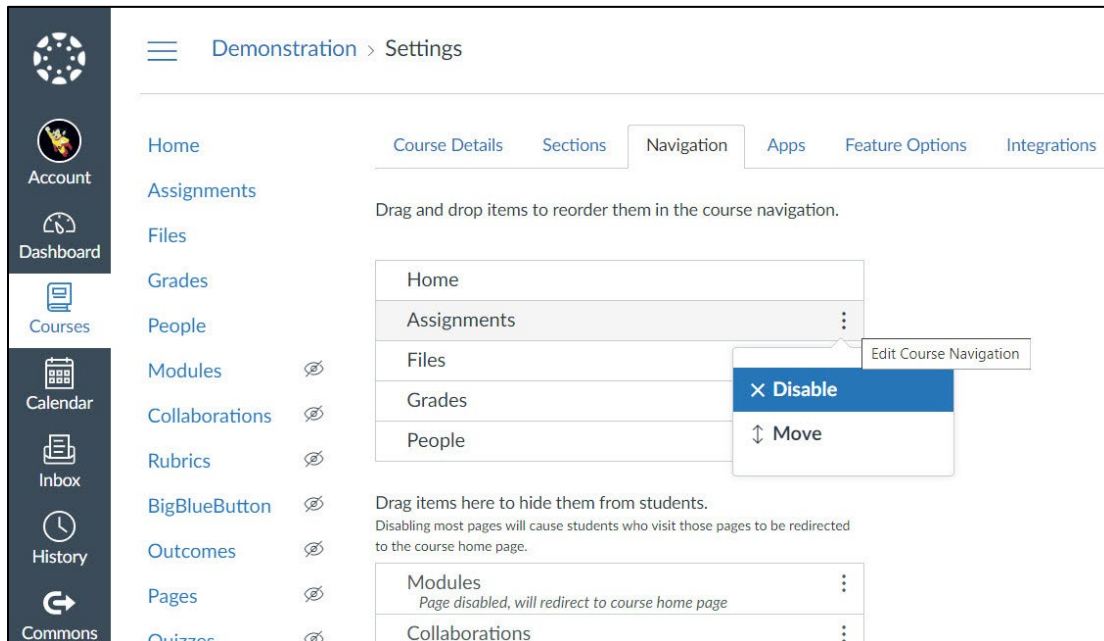
Here you can modify the links that show up on the Course Navigation Menu on the left side of your course.

You can reorder and hide course navigation links using one of two methods:

- 1) Drag and drop.

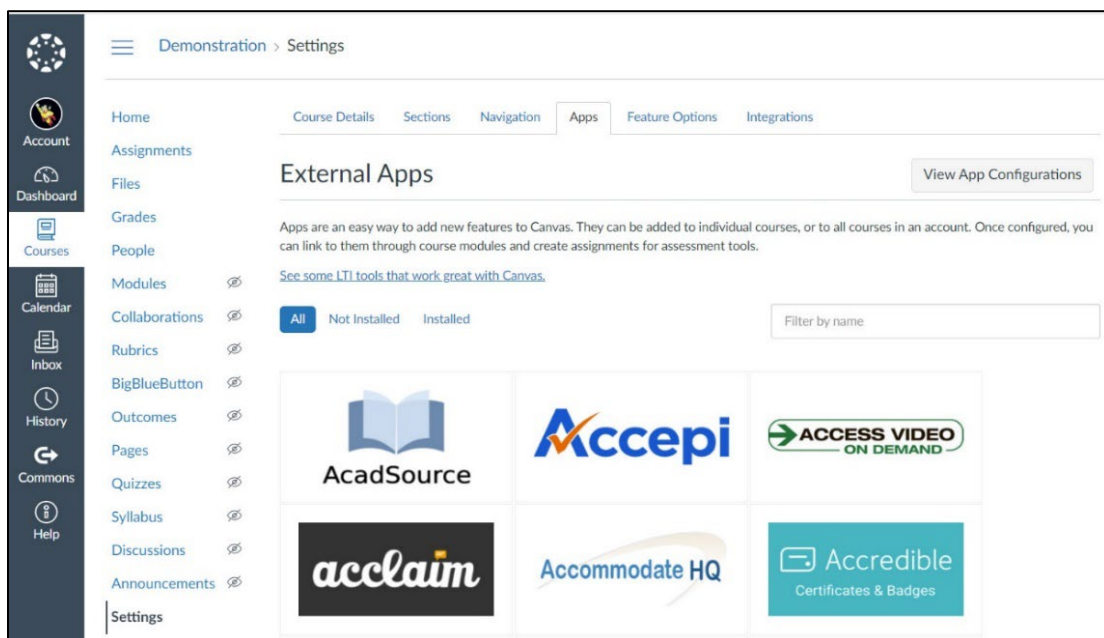


- 2) Click the **Options** menu for the desired item (“3 dots”), and select from “Disable” (to hide the menu item from students) or “Move” to bring up another window that enables placement of the menu item.



## Apps

If the Canvas App Center has been enabled, in the Apps tab you can view all external learning tools that are available in Canvas.



## Feature Options

Here you can enable and disable features within your course as made available by your account administrator.

The screenshot shows the 'Feature Options' tab in the course settings for 'AUTO 101'. The interface includes a left sidebar with navigation options like 'Account', 'Dashboard', 'Courses', 'Groups', 'Calendar', 'Inbox', 'History', 'Studio', 'Commons', and 'Help'. The main content area has tabs for 'Course Details', 'Sections', 'Navigation', 'Apps', 'Feature Options', and 'Integrations'. Below the tabs is a search bar and a 'Clear' button. The 'Feature Options' section contains a table with the following data:

| Feature                                       | Status          | State |
|---|-----------------|-------|
| > Anonymous Instructor Annotations            |                 | ⊗     |
| > Default to New Quizzes                      |                 | ⊗     |
| > Discussions/Announcements Redesign          | FEATURE PREVIEW | ⊗     |
| > Emojis in Submission Comments               |                 | ⊗     |
| > ePub Exporting                              |                 | ⊗     |
| > Learning Mastery Gradebook                  |                 | ⊗     |
| > New Course and User Analytics               | FEATURE PREVIEW | ⊗     |
| > New Quizzes                                 |                 | ⊗     |
| > Outcome Service Results to Canvas Reporting |                 | ✔     |
| > Student Learning Mastery Gradebook          |                 | ⊗     |

On the right side, there is a 'Course Status' section with 'Unpublished' and 'Publish' buttons, and a 'Current Users' table:

| Current Users | Count |
|---------------|-------|
| Students:     | None  |
| Teachers:     | 1     |
| TAs:          | None  |
| CTA:          | None  |
| Designers:    | None  |
| Guest:        | None  |
| Observers:    | None  |

## Integrations

If enabled by your institution, you may also view the Integrations tab.

The screenshot shows the 'Integrations' tab in the course settings for 'AUTO 101'. The interface is similar to the previous screenshot, but the 'Integrations' tab is selected. The main content area displays the message 'No integrations available'.

## Canvas Tips and Tricks

This section explains features that instructors will find useful when creating, modifying, and assessing content.

### **Creating and Importing Quizzes:**

You can easily import quizzes from programs that create QTI files:

- Quizzes created in Respondus 4.0 (Windows software) can be exported as QTI packages.
- Quizzes created in Blackboard (WebCT, Angel) can be exported as QTI packages.
- Quizzes created in Moodle (2.0 or older versions only) can be exported as QTI packages.

**This example uses ExamView® Assessment Suite v11 Software available for download from the “Instructor Resources” that are available to instructors using textbooks from Goodheart-Willcox Publishers.**

- To get access to the online (digital) version of a textbook and associated Workbook, Shop Manual, and other Instructor Resources, contact the Educational Consultant for Goodheart-Willcox Publisher:

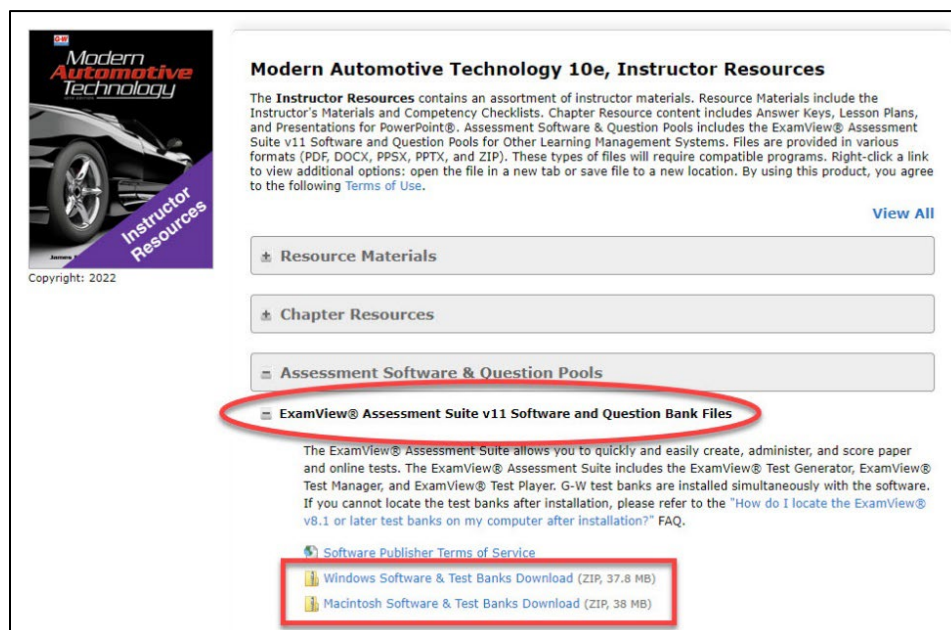
**Peter Martinovich**

[PMartinovich@g-w.com](mailto:PMartinovich@g-w.com)

(949) 395-7869

### **CREATE A QUIZ**

**Step 1: Download and install the ExamView® Assessment Suite v11 Software and Question Bank Files from the Instructor Resources page.**



**Modern Automotive Technology 10e, Instructor Resources**

The **Instructor Resources** contains an assortment of instructor materials. Resource Materials include the Instructor's Materials and Competency Checklists. Chapter Resource content includes Answer Keys, Lesson Plans, and Presentations for PowerPoint®. Assessment Software & Question Pools includes the ExamView® Assessment Suite v11 Software and Question Pools for Other Learning Management Systems. Files are provided in various formats (PDF, DOCX, PPSX, PPTX, and ZIP). These types of files will require compatible programs. Right-click a link to view additional options: open the file in a new tab or save file to a new location. By using this product, you agree to the following [Terms of Use](#).

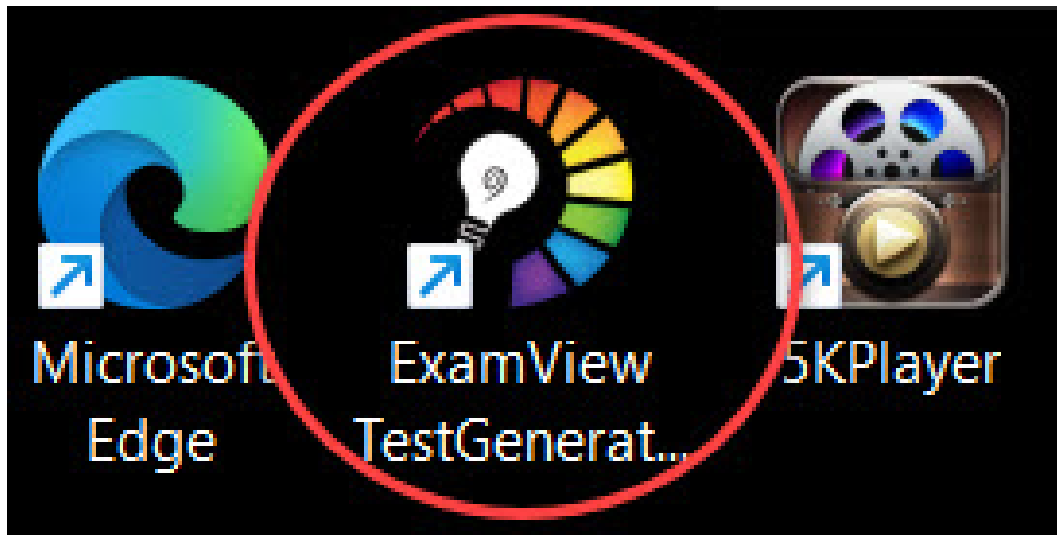
[View All](#)

- Resource Materials
- Chapter Resources
- Assessment Software & Question Pools
- ExamView® Assessment Suite v11 Software and Question Bank Files**

The ExamView® Assessment Suite allows you to quickly and easily create, administer, and score paper and online tests. The ExamView® Assessment Suite includes the ExamView® Test Generator, ExamView® Test Manager, and ExamView® Test Player. G-W test banks are installed simultaneously with the software. If you cannot locate the test banks after installation, please refer to the "How do I locate the ExamView® v8.1 or later test banks on my computer after installation?" FAQ.

- [Software Publisher Terms of Service](#)
- [Windows Software & Test Banks Download \(ZIP, 37.8 MB\)](#)
- [Macintosh Software & Test Banks Download \(ZIP, 38 MB\)](#)

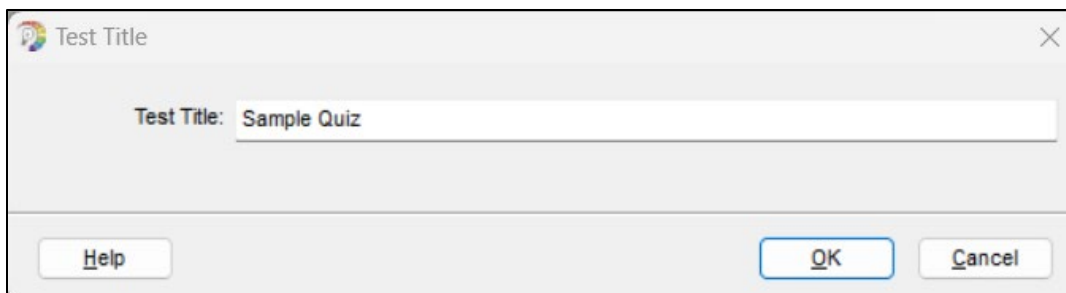
**Step 2: Open the ExamView® TestGenerator software program.**



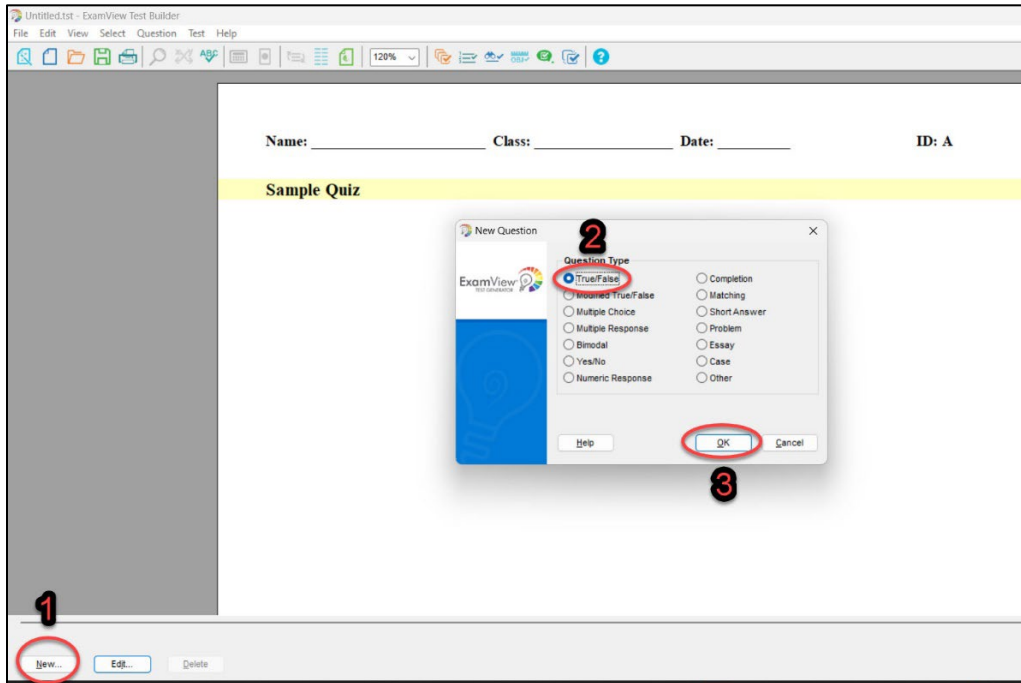
**Step 3: Choose an option from the “What do you want to do?” dialogue box that appears. In this example, choose the “Create a new test from scratch” option.**



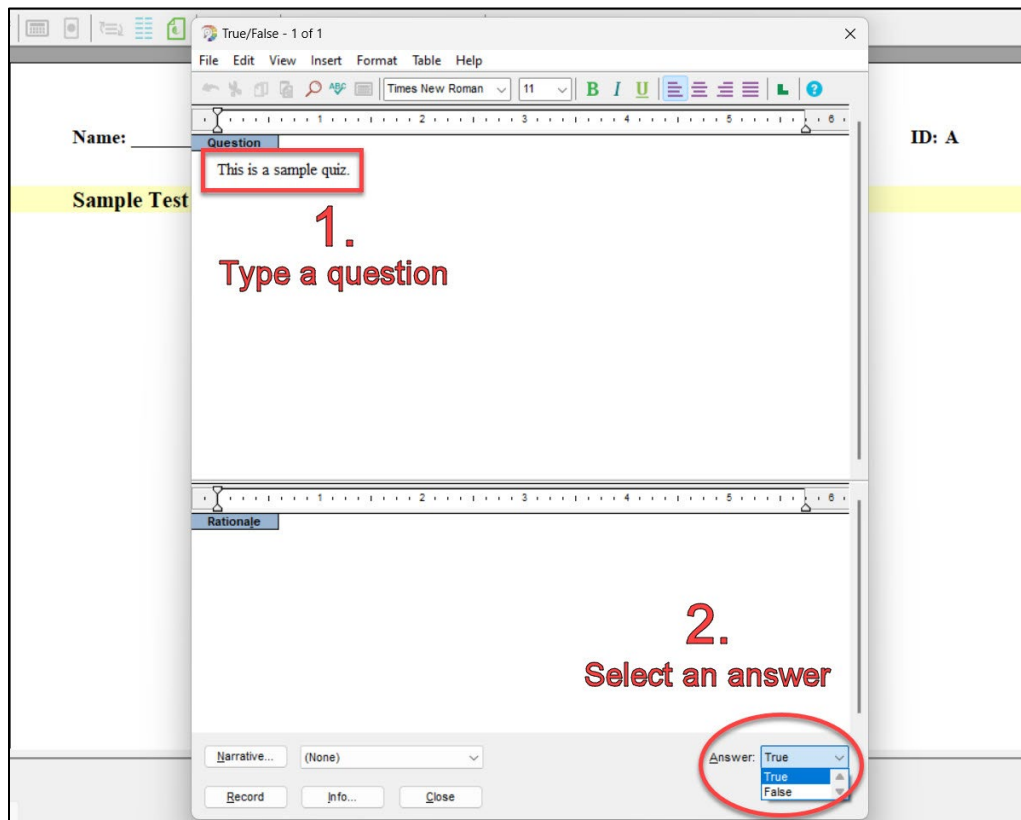
**Step 4: Give the new test a name and click “OK.”**



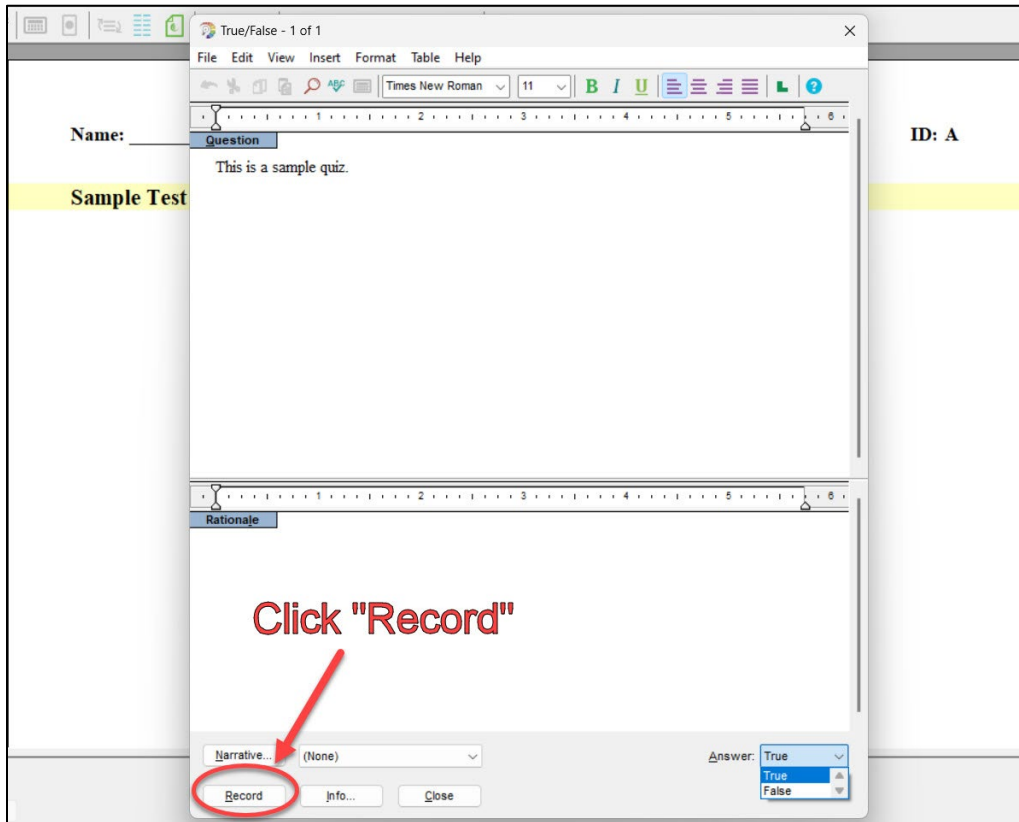
**Step 5: Click the “New” button at the lower left side of the window to open the “New Question” dialogue box, and choose a Question Type. For this example, choose “TrueFalse.”**



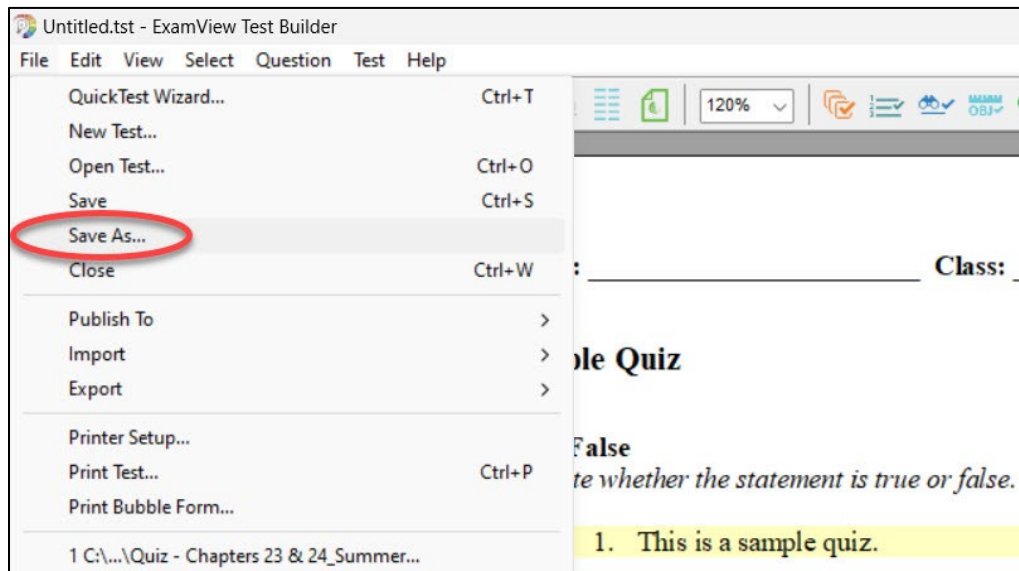
**Step 6: Type a question and select an answer.**



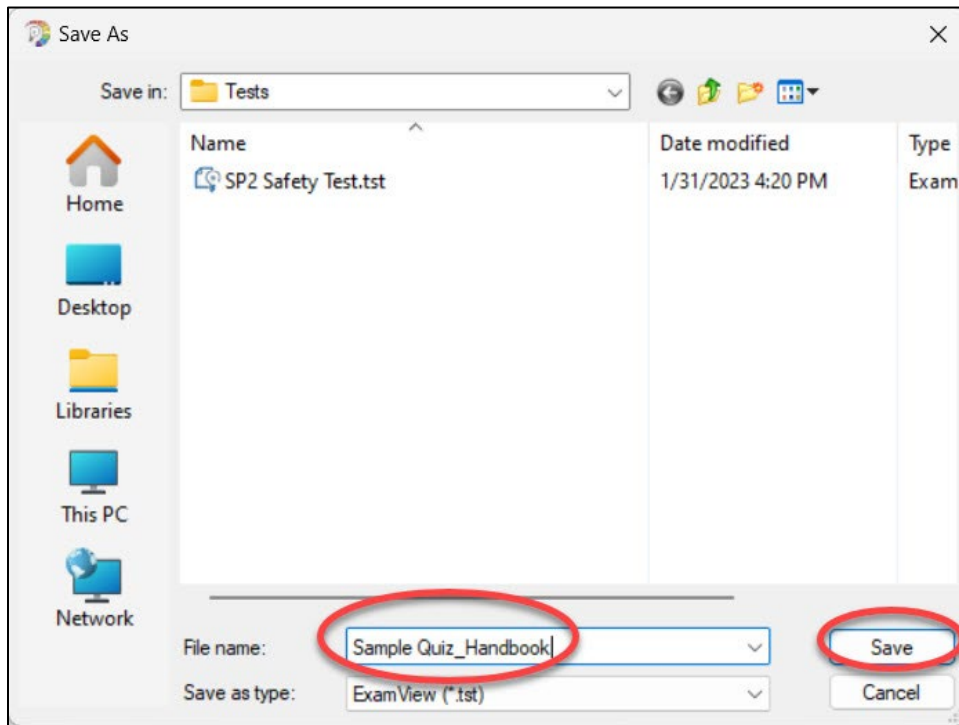
**Step 7: Click the “Record” button at the lower left side of the dialogue box.**



**Step 8: Click “File” and then “Save As...”**

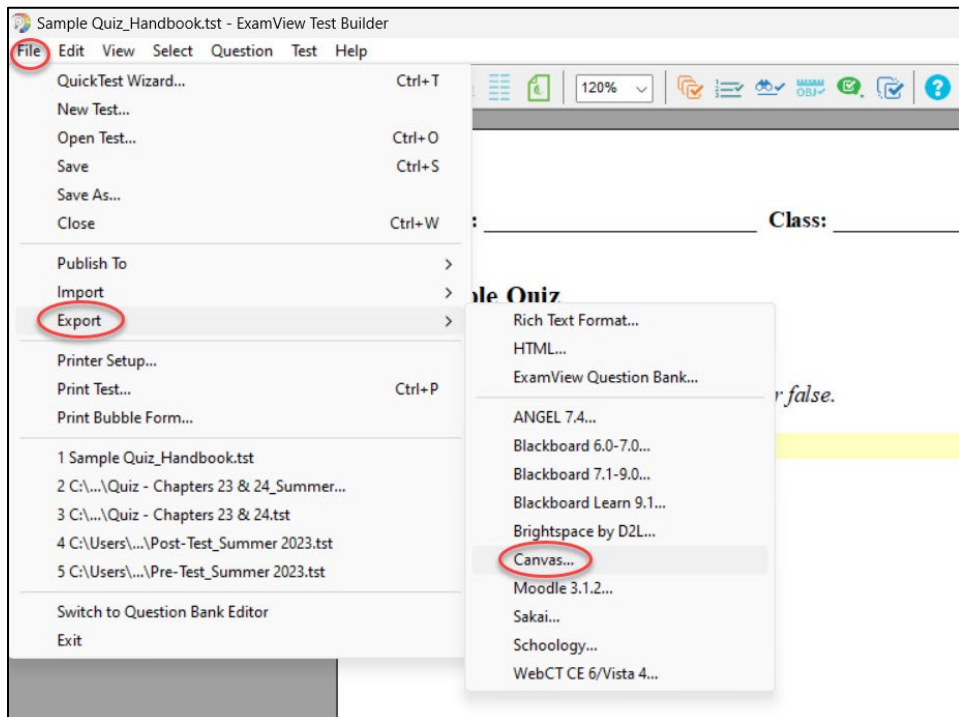


**Step 9: Choose a name and location for the file on your computer and click “Save”.**

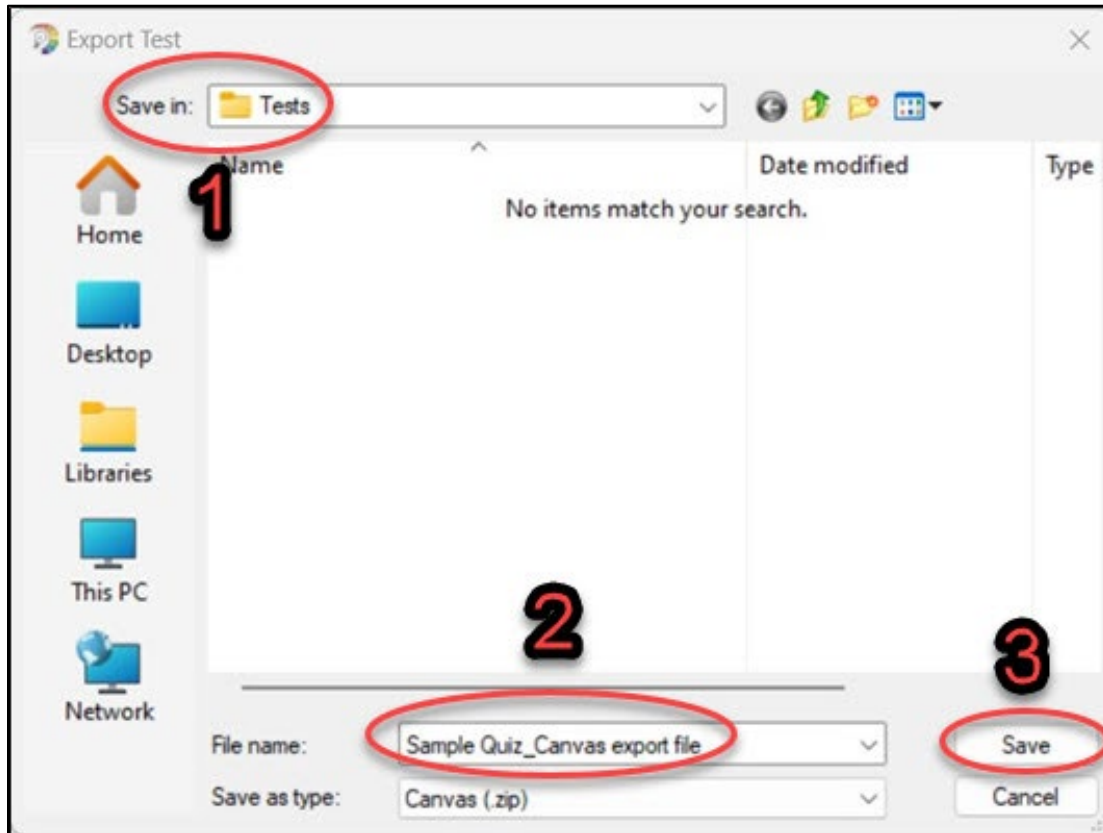


## **EXPORT THE QUIZ**

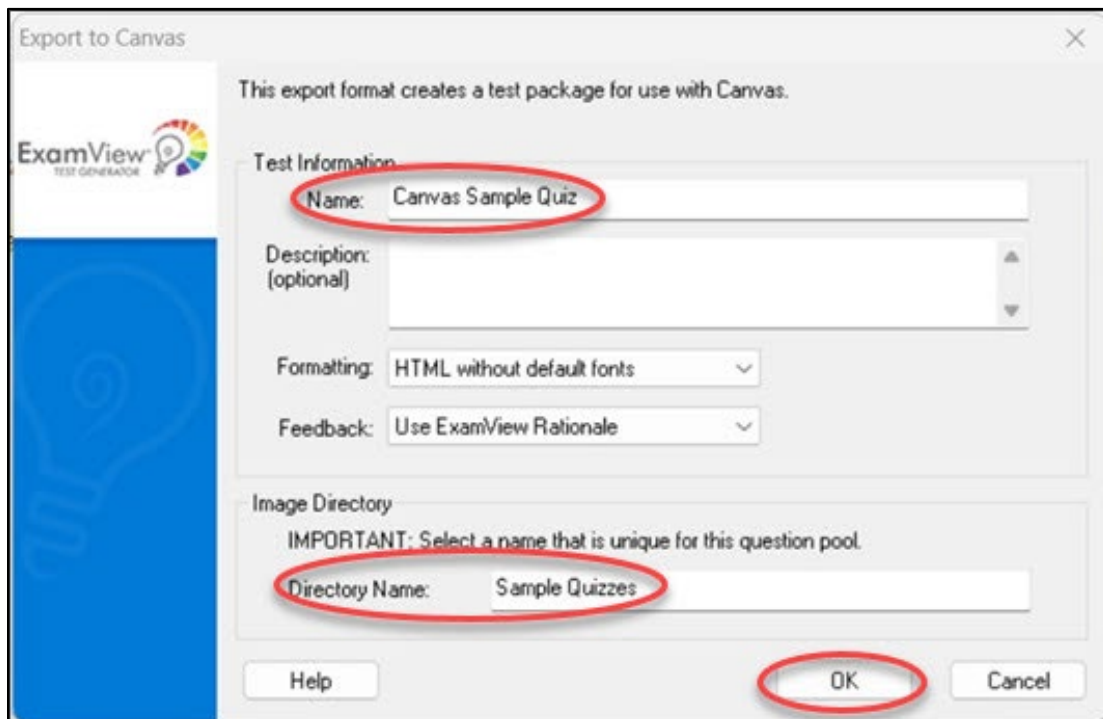
**Step 1: With the Quiz open in ExamView®, click “File” > “Export” > “Canvas...”**



**Step 2: Choose a location and file name, and Save the Export file**



**Step 3: Enter a Name and Directory Name in the “Export to Canvas” dialog box, then click “OK”.**



## IMPORT QUIZ INTO CANVAS

**Step 1: Go to the “Settings” link in the Course Navigation Menu and click on “Import Course Content” at the right side of the window.**

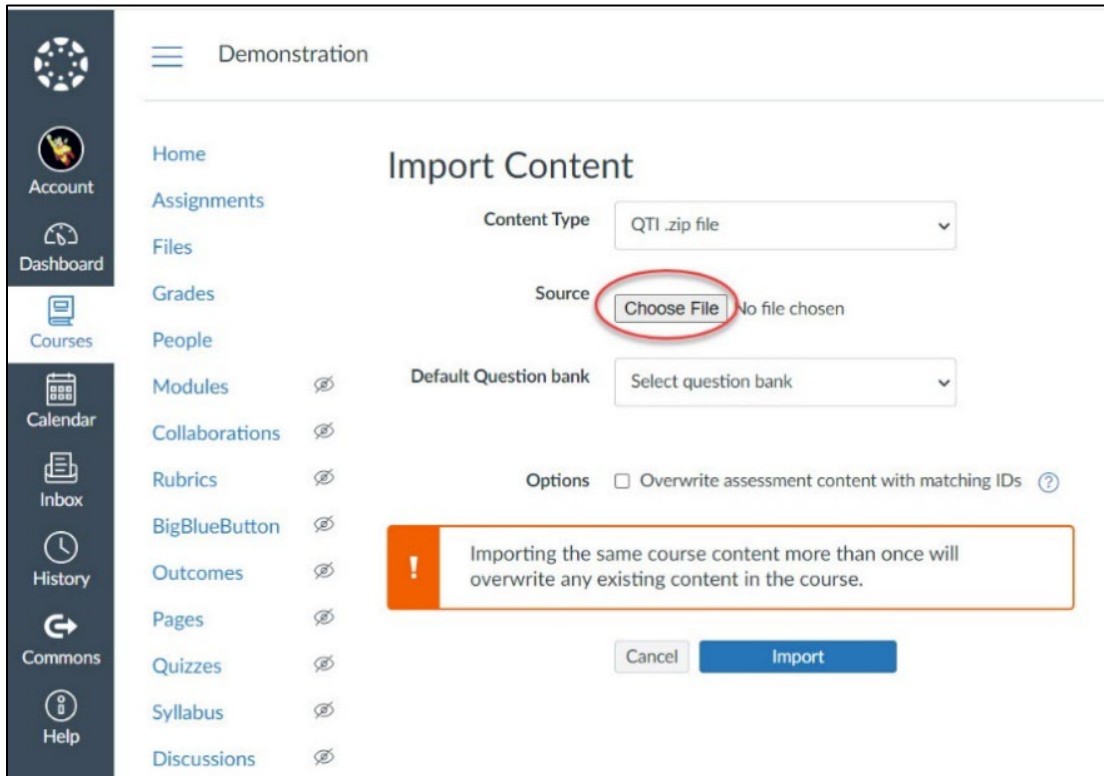
The screenshot shows the 'Settings' page for a course. The left navigation menu has 'Settings' circled in red. The main content area is titled 'Course Details' and includes fields for Name, Course Code, Course Template, Time Zone, Subaccount, and Term. On the right side, there is a list of actions, with 'Import Course Content' circled in red and a red arrow pointing to it.

**Step 2: Select “QTI .zip file” from the “Content Type” drop-down box.**

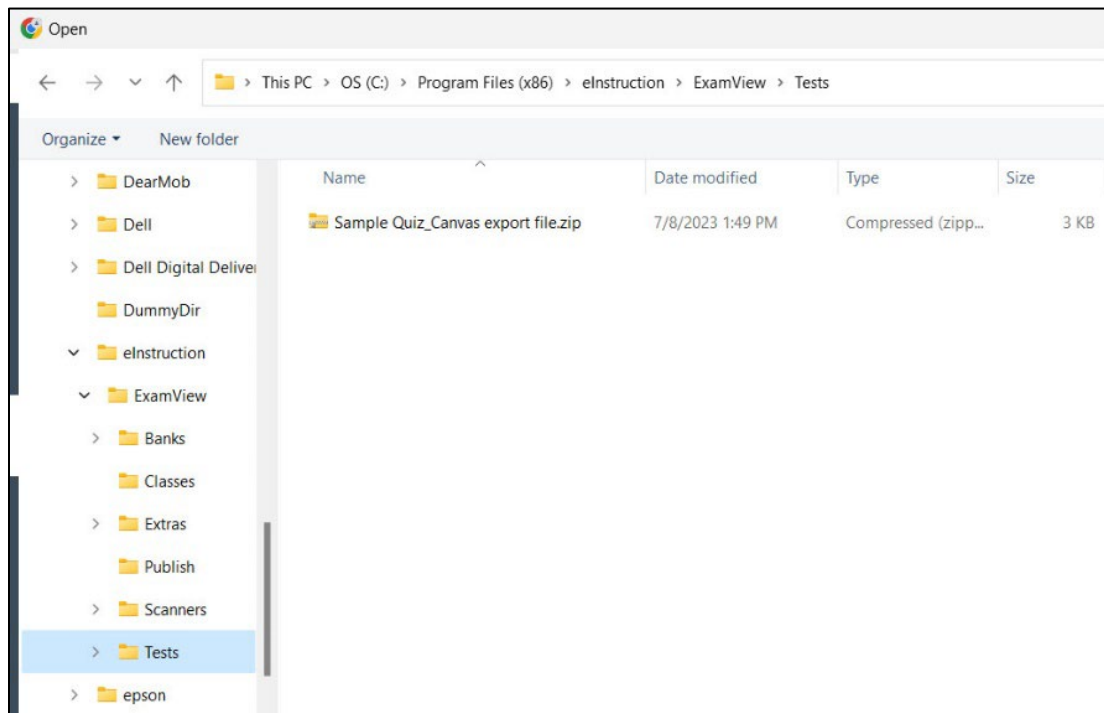
The screenshot shows the 'Import Content' page. The 'Content Type' dropdown menu is open, and 'QTI .zip file' is selected and circled in red. Below the dropdown is a table of 'Current Jobs' showing the progress of various import tasks.

| Content Type            | File Name                 | Time                    | Status    |
|-------------------------|---------------------------|-------------------------|-----------|
| QTI                     | ...Canvas+Export+file.zip | Jul 8 at 1:15pm         | Completed |
| QTI                     | file not available        | Oct 14, 2020 at 2:46pm  | Completed |
| Canvas Common Cartridge | file not available        | Jun 15, 2020 at 10:35am | Completed |
| Canvas Common Cartridge | file not available        | Sep 28, 2018 at 11:57am | Completed |
| Canvas Common Cartridge | file not available        | Sep 8, 2018 at 6:29am   | Completed |
| Blackboard Learn        | file not available        | Jul 27, 2018 at 8:56am  | Completed |

### Step 3: Select “Choose File”.



### Step 9: Navigate to the folder in which the file was saved and select the file.



**Step 10: Click the “Import” button to import the file.**

Demonstration

Home

Assignments

Files

Grades

People

Modules

Collaborations

Rubrics

BigBlueButton

Outcomes

Pages

Quizzes

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Content Type: QTI .zip file

Source: Choose File Sample Quiz\_... export file.zip

Default Question bank: Select question bank

Options:  Overwrite assessment content with matching IDs

Importing the same course content more than once will overwrite any existing content in the course.

Cancel Import

**File import progress will be seen on progress bar on the screen.**

| Current Jobs            |                           |                         |                 |
|-------------------------|---------------------------|-------------------------|-----------------|
| QTI                     | ...Canvas+export+file.zip | Jul 8 at 2:29pm         | Running         |
| QTI                     | ...Canvas+Export+file.zip | Jul 8 at 1:15pm         | Completed       |
| QTI                     | file not available        | Oct 14, 2020 at 2:46pm  | Completed       |
| Canvas Common Cartridge | file not available        | Jun 15, 2020 at 10:35am | Completed       |
| Canvas Common Cartridge | file not available        | Sep 28, 2018 at 11:57am | Completed       |
| Canvas Common Cartridge | file not available        | Sep 8, 2018 at 6:29am   | Completed       |
| Blackboard Learn        | file not available        | Jul 27, 2018 at 8:56am  | Completed       |
| QTI                     | file not available        | Jul 18, 2018 at 8:25pm  | Completed       |
| Blackboard Learn        | file not available        | Jul 18, 2018 at 8:19pm  | Failed 1 issues |
| QTI                     | file not available        | Jul 18, 2018 at         | Completed       |

**Edit and publish a Canvas Quiz:**

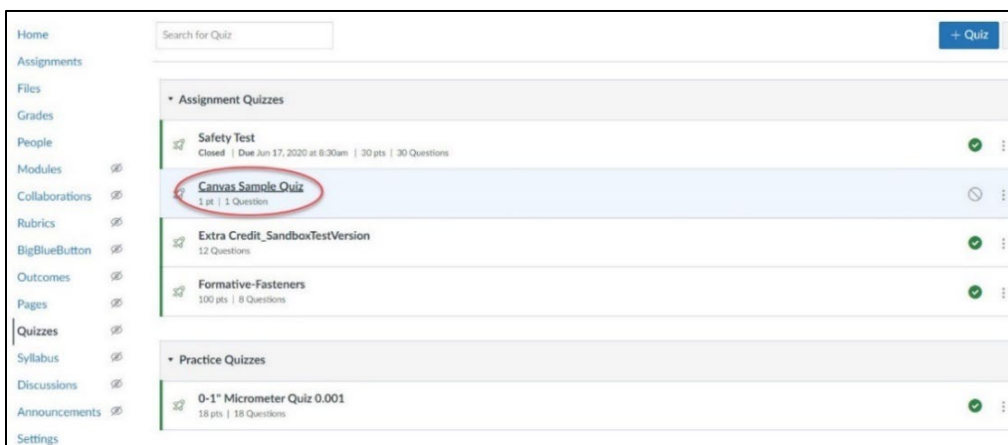
Once you have imported (or created) a Quiz, you can click on the Quiz to edit the title, add instructions, and add/delete questions

You can also edit the following:

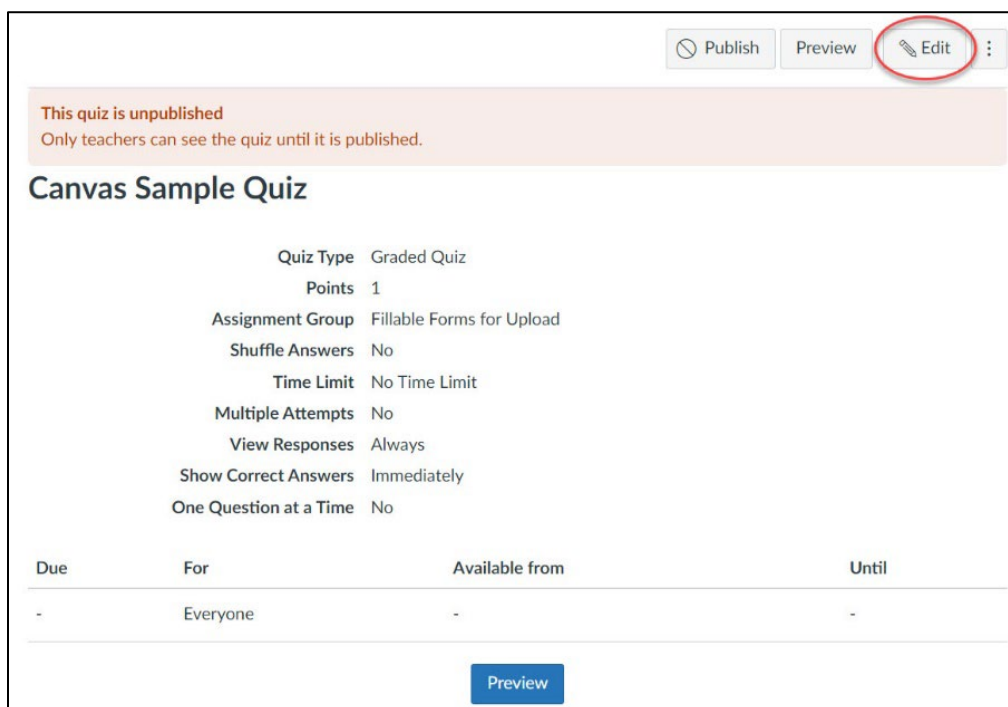
- Point total
- Assignment group
- Due date
- Availability dates
- Individual students and course sections who will receive the quiz  
(Useful for assigning ‘makeup’ work to students who missed the due date for a valid reason)

Listed below are some of the steps and options available when editing a Quiz:

**Step 1: Go to “Quizzes” and click on the newly-imported (or created) quiz**



**Step 2: Click “Edit”**



### Step 3: Edit the title as desired and add quiz details using the Rich Content Editor.

The screenshot shows the 'Details' tab of a Canvas quiz editor. The title field contains 'Canvas Sample Quiz'. Below the title is the 'Quiz Instructions' section, which contains the text 'One of your assignments is to complete this quiz by the assigned due date.' A rich text editor toolbar is visible above the instructions, and a status bar at the bottom indicates '14 words'.

### Step 4: Select a Quiz Type from the drop-down menu

The screenshot shows the configuration options for a quiz. The 'Quiz Type' dropdown menu is open, showing options: 'Graded Quiz', 'Practice Quiz', 'Graded Quiz' (highlighted), 'Graded Survey', and 'Ungraded Survey'. Below the dropdown are several checkboxes: 'Shuffle Answers', 'Time Limit' (with a text input field and 'Minutes' label), 'Allow Multiple Attempts', 'Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)' (checked), 'Only Once After Each Attempt', and 'Let Students See The Correct Answers' (checked). At the bottom, there are two date pickers: 'Show Correct Answers at' and 'Hide Correct Answers at'.

### Step 5: Select an Assignment Group from the drop-down menu

Quiz Type

Assignment Group

- Class Activities
- Participation
- Homework**
- Extra Credit
- Imported Assignments

Time Limit  Minutes

Allow Multiple Attempts

Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

Only Once After Each Attempt

Let Students See The Correct Answers

Show Correct Answers at

Hide Correct Answers at

### Step 6: Select from desired Options for your quiz

Options

Shuffle Answers

Time Limit  Minutes

Allow Multiple Attempts

Quiz Score to Keep

Allowed Attempts

Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

Only After Their Last Attempt

Only Once After Each Attempt

Let Students See The Correct Answers

Only After Their Last Attempt

Show Correct Answers at

Hide Correct Answers at

Show one question at a time

Lock questions after answering

**Step 7: Assign the quiz to desired course participants and choose a Due date, along with Availability dates and times for the quiz.**

Quiz Restrictions

Require an access code

Filter IP Addresses

Assign

Assign to

Everyone ×

Due

Jul 21, 2023, 8:00 AM

Local: Fri, Jul 21, 2023, 8:00 AM  
Course: Fri, Jul 21, 2023, 9:00 AM

Available from

Jul 14, 2023, 12:00 PM

Local: Fri, Jul 14, 2023, 12:00 PM  
Course: Fri, Jul 14, 2023, 1:00 PM

Until

Jul 21, 2023, 8:00 AM

July 2023

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

Time: 8 :00 am Done

Notify users this quiz has changed

**Step 7a: (Optional) - Assign the quiz to individual students by clicking “Add”**

Quiz Restrictions

Require an access code

Filter IP Addresses

Assign

Assign to

Everyone ×

Course Section

Automotive Test Course

Student

Tom

Penelope

Snidely

Speed

Local: Fri, Jul 14, 2023, 12:00 PM  
Course: Fri, Jul 14, 2023, 1:00 PM

Local: Fri, Jul 21, 2023, 8:00 AM  
Course: Fri, Jul 21, 2023, 9:00 AM

+ Add

### Step 7b: Select individual students who will be assigned the quiz

Everyone Else X

**Due**  
Jul 21, 2023, 8:00 AM  
Local: Fri, Jul 21, 2023, 8:00 AM  
Course: Fri, Jul 21, 2023, 9:00 AM

**Available from** **Until**  
Jul 14, 2023, 12:00 PM  
Local: Fri, Jul 14, 2023, 12:00 PM  
Course: Fri, Jul 14, 2023, 1:00 PM  
Jul 21, 2023, 8:00 AM  
Local: Fri, Jul 21, 2023, 8:00 AM  
Course: Fri, Jul 21, 2023, 9:00 AM

**Assign to** X  
Tom X Snidely X

**Course Section**  
Automotive Test Course

**Student**  
Penelope  
Speed

### Step 7c: Enter a Due date, along with availability dates and times for the additional student(s).

**Available from** **Until**  
Jul 14, 2023, 12:00 PM  
Local: Fri, Jul 14, 2023, 12:00 PM  
Course: Fri, Jul 14, 2023, 1:00 PM  
Jul 21, 2023, 8:00 AM  
Local: Fri, Jul 21, 2023, 8:00 AM  
Course: Fri, Jul 21, 2023, 9:00 AM

**Assign to** X  
Tom X Snidely X Penelope X

**Due**  
Jul 21, 2023, 8:00 AM  
Local: Fri, Jul 21, 2023, 8:00 AM  
Course: Fri, Jul 21, 2023, 9:00 AM

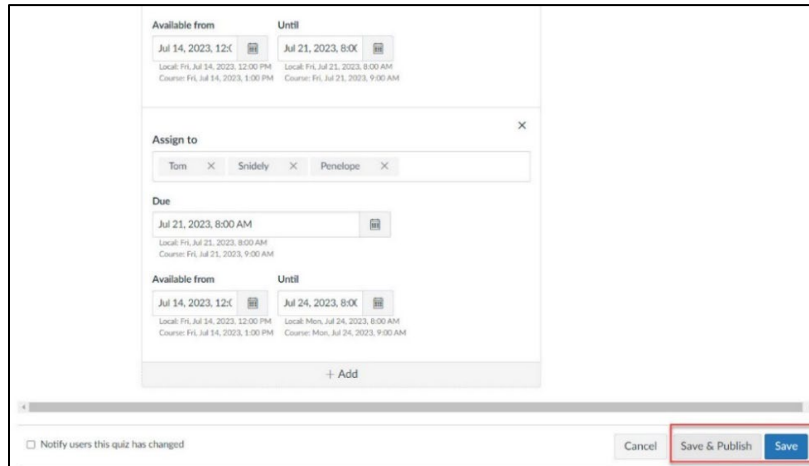
**Available from** **Until**  
Jul 14, 2023, 12:00 PM  
Local: Fri, Jul 14, 2023, 12:00 PM  
Course: Fri, Jul 14, 2023, 1:00 PM  
Jul 24, 2023, 8:00 AM

July 2023

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

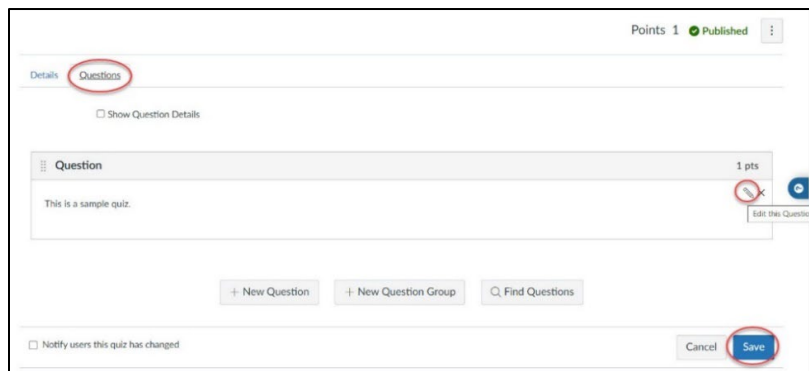
Time: 8 :00 am Done

**Step 8: Click “Save” to save changes and keep the quiz hidden from student view, or “Save & Publish” to allow students access to the quiz.**



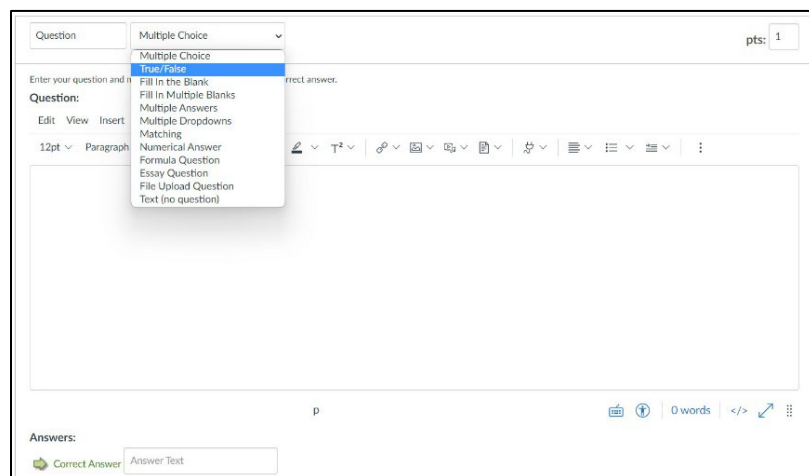
Edit question(s):

Click “Edit”, then the “Questions” tab, and then the “Edit” (pencil) icon next to the question you would like to edit. Once finished, be sure to click “Save”.



Create new question(s):

Click the “New Question” button and select a question type from the drop-down box.

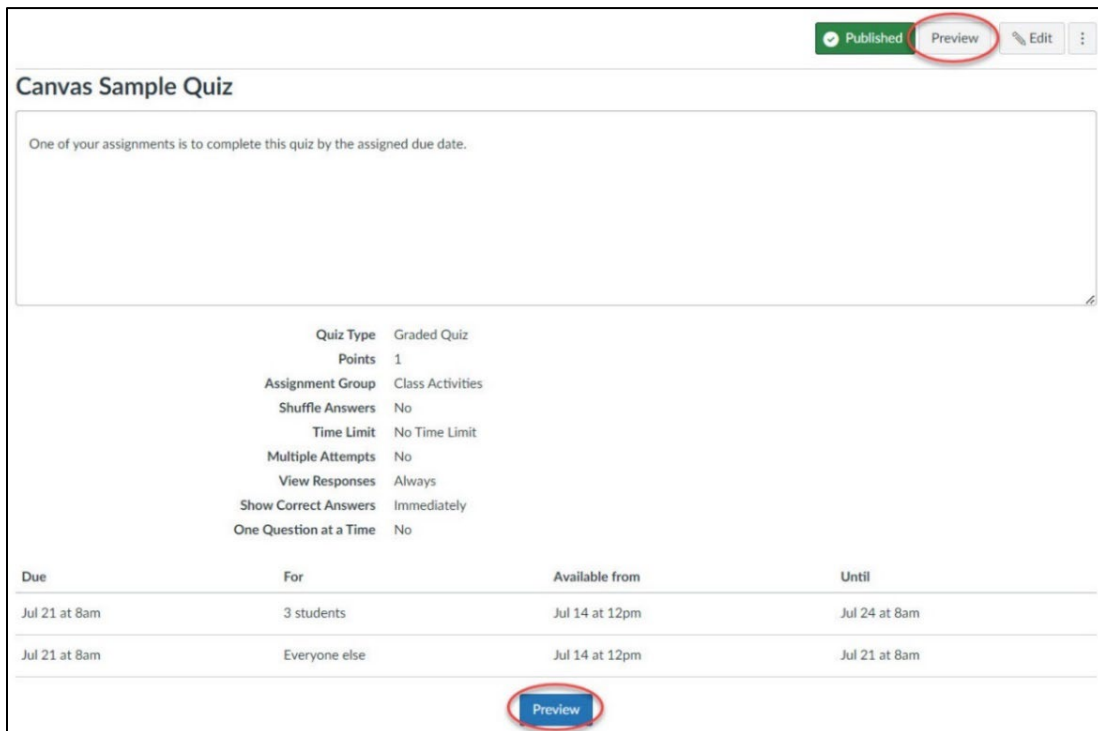


## Preview a Quiz:

Quiz Preview allows you to preview and test quiz questions and settings from a student's perspective. While previewing a quiz, you can also submit the quiz and view the student results page.

(<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-preview-a-quiz-in-New-Quizzes/ta-p/639>).

Select the quiz on the “Quizzes” page, and then Click on “Preview”:



The screenshot shows the 'Canvas Sample Quiz' settings page. At the top right, there are buttons for 'Published', 'Preview' (circled in red), 'Edit', and a menu icon. Below the title, a message states: 'One of your assignments is to complete this quiz by the assigned due date.' The settings are listed as follows:

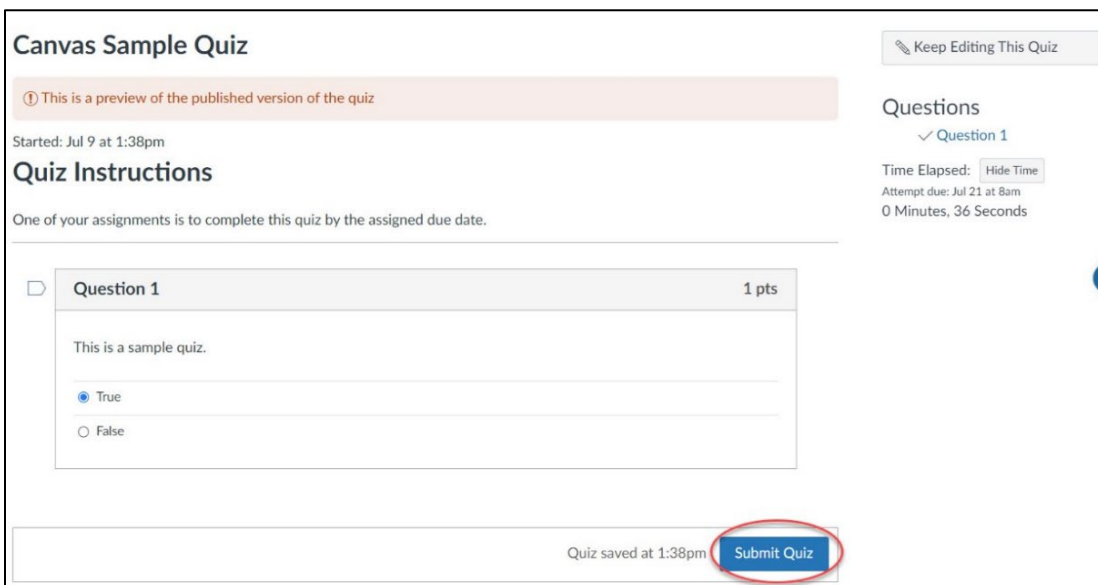
|                        |                  |
|------------------------|------------------|
| Quiz Type              | Graded Quiz      |
| Points                 | 1                |
| Assignment Group       | Class Activities |
| Shuffle Answers        | No               |
| Time Limit             | No Time Limit    |
| Multiple Attempts      | No               |
| View Responses         | Always           |
| Show Correct Answers   | Immediately      |
| One Question at a Time | No               |

Below the settings is a table with columns: Due, For, Available from, and Until.

| Due           | For           | Available from | Until         |
|---------------|---------------|----------------|---------------|
| Jul 21 at 8am | 3 students    | Jul 14 at 12pm | Jul 24 at 8am |
| Jul 21 at 8am | Everyone else | Jul 14 at 12pm | Jul 21 at 8am |

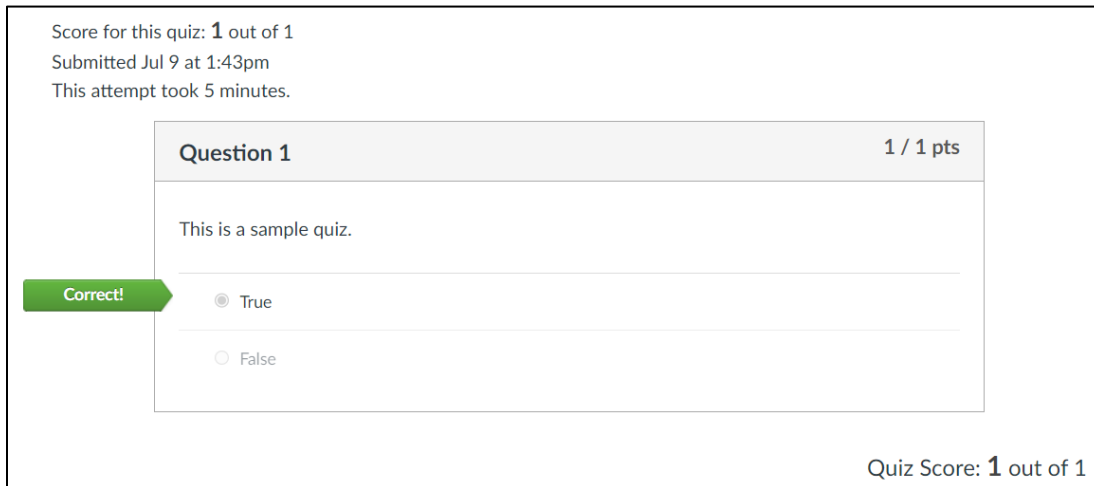
At the bottom center, there is a blue 'Preview' button (circled in red).

Take the test just as the student would, and then click “Submit”.



The screenshot shows the 'Canvas Sample Quiz' preview interface. At the top right, there is a 'Keep Editing This Quiz' button. A warning message states: 'This is a preview of the published version of the quiz'. Below this, it says 'Started: Jul 9 at 1:38pm'. The 'Quiz Instructions' section contains the same message: 'One of your assignments is to complete this quiz by the assigned due date.' On the right side, under 'Questions', it shows 'Question 1' with a 'Hide Time' button. Below that, it displays 'Time Elapsed: 0 Minutes, 36 Seconds' and 'Attempt due: Jul 21 at 8am'. The main content area shows 'Question 1' worth '1 pts' with the text 'This is a sample quiz.' and two radio button options: 'True' (selected) and 'False'. At the bottom right, there is a blue 'Submit Quiz' button (circled in red) and a status indicator 'Quiz saved at 1:38pm'.

View your results, as shown in the picture below:



Score for this quiz: 1 out of 1  
Submitted Jul 9 at 1:43pm  
This attempt took 5 minutes.

**Question 1** 1 / 1 pts

This is a sample quiz.

**Correct!**  True  
 False

Quiz Score: 1 out of 1

### Copying content from one course to another:

You can copy course content such as assignments, modules, pages, and discussions from previous Canvas courses into existing courses. You only have access to copy content from courses in which you are enrolled as a user with instructor permissions.

This option allows you to copy content into existing courses. You may be able to copy content into a new course shell.

(<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-content-from-another-Canvas-course-using-the/ta-p/1012>).

### Copy an Announcement from one course to another

Start by opening the Announcement you wish to copy to another Canvas course.



Announcements > This is my sandbox Student View

Edit ⋮

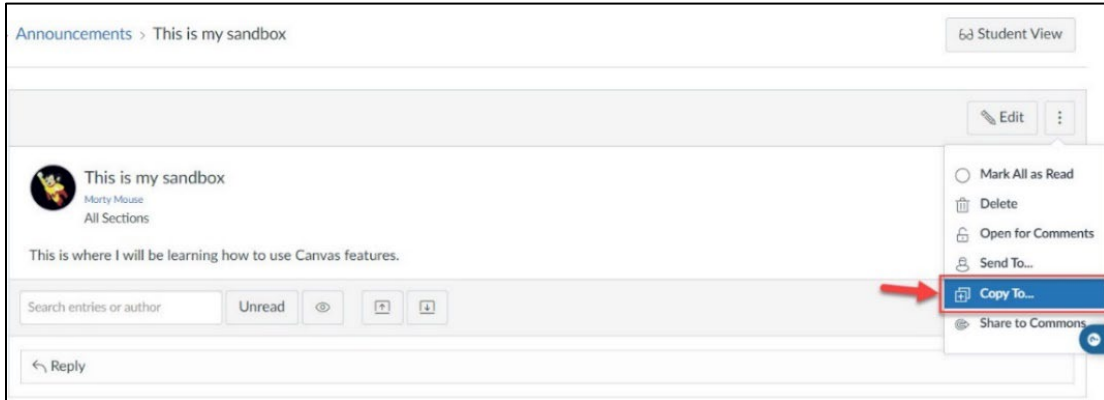
 This is my sandbox  
Morty Mouse  
All Sections  
Jun 2, 2018 at 2:42pm

This is where I will be learning how to use Canvas features.

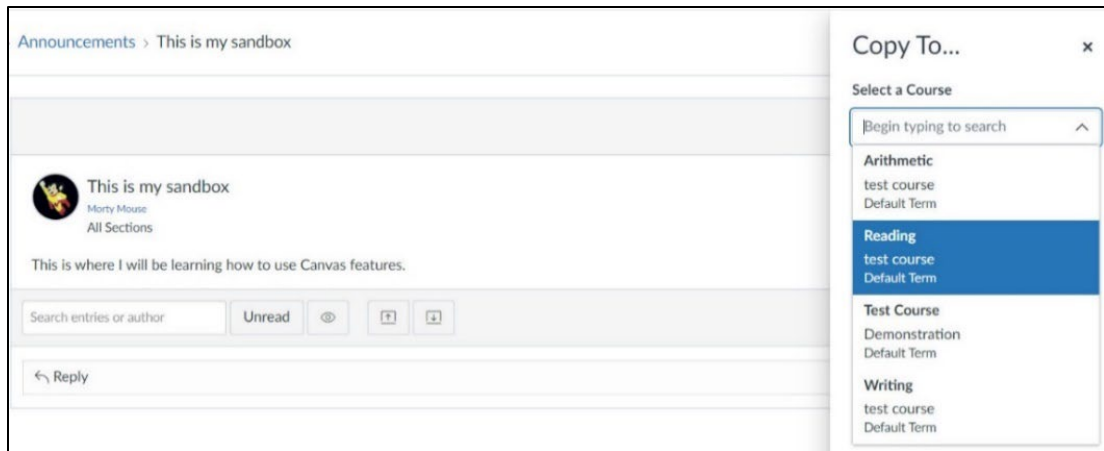
Search entries or author Unread 👁 📄 📄

↩ Reply

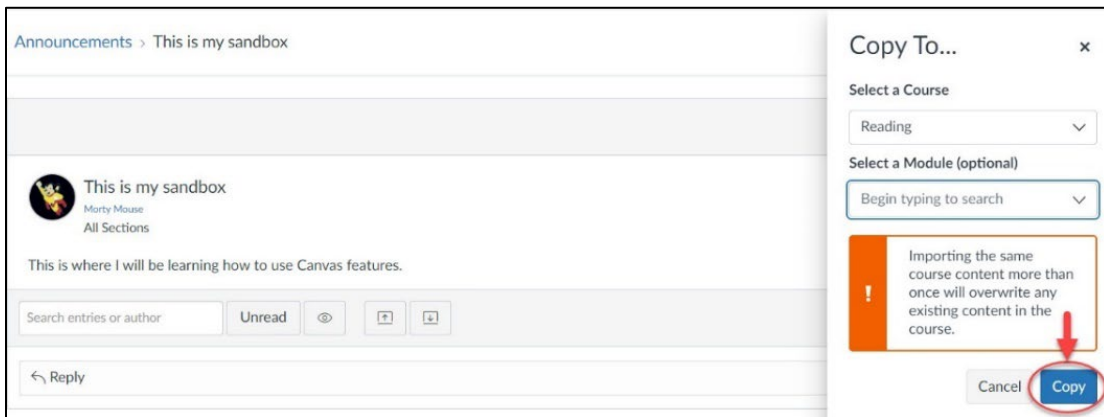
Click the **Options** menu (“3 dots”) and select from “Copy To...”



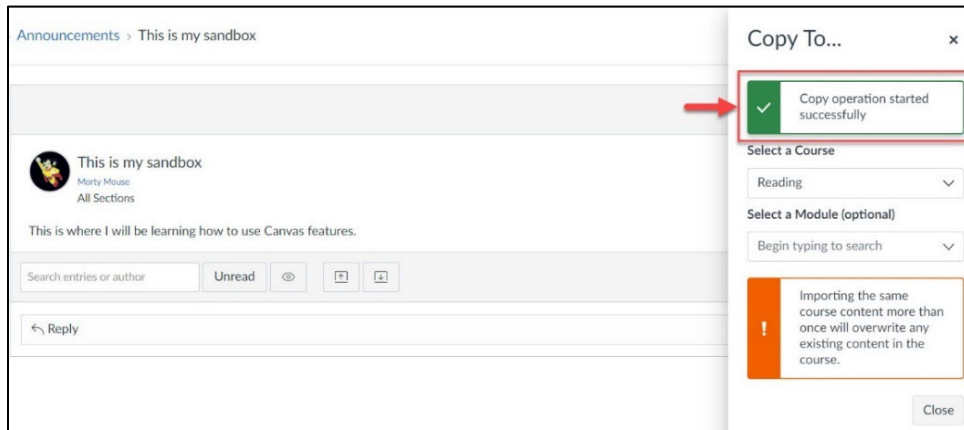
Click in the **Select a Course** field and select the course to which you would like to copy the Announcement.



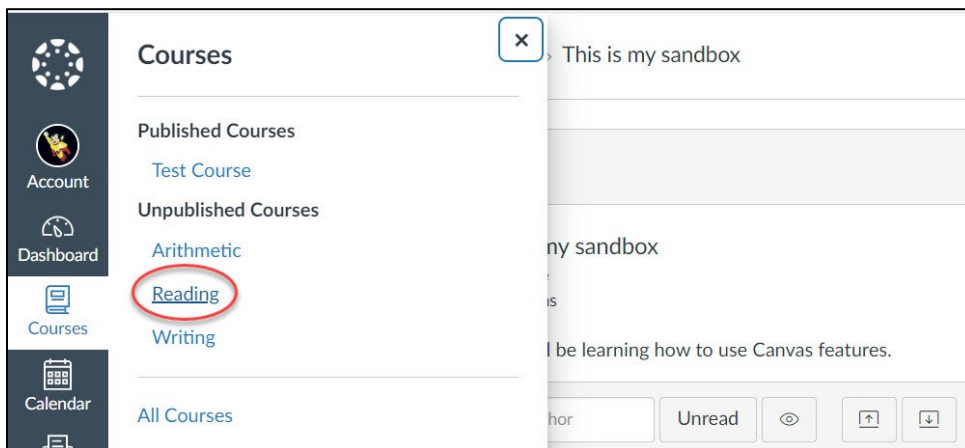
Either “Select a Module (optional)” or click “Copy” to copy the Announcement.



You will see confirmation that the “Copy operation started successfully”.



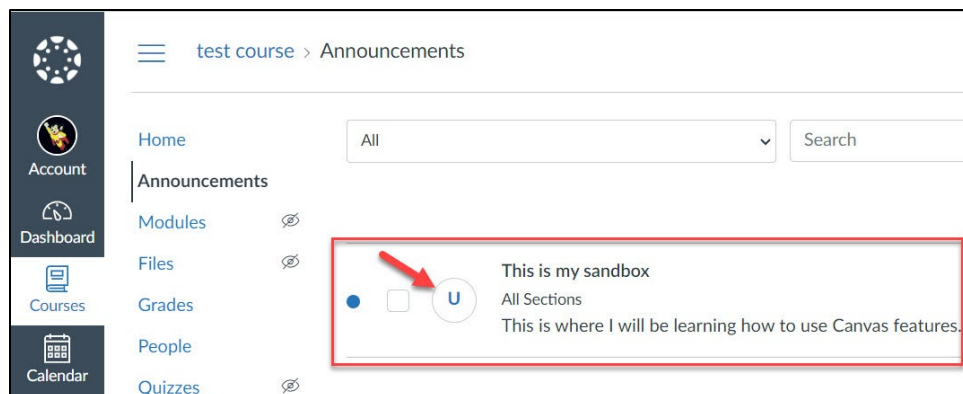
Close the “Copy To...” dialog box and go to the course you copied the Announcement to.



Click the “Announcements” link and you will see the Announcement in your course.

**NOTE:** the “U” in place of the user’s profile picture indicates that the announcement was imported.

The Announcement can be edited in the same fashion as any other Announcement, including the “Delay posting” feature.



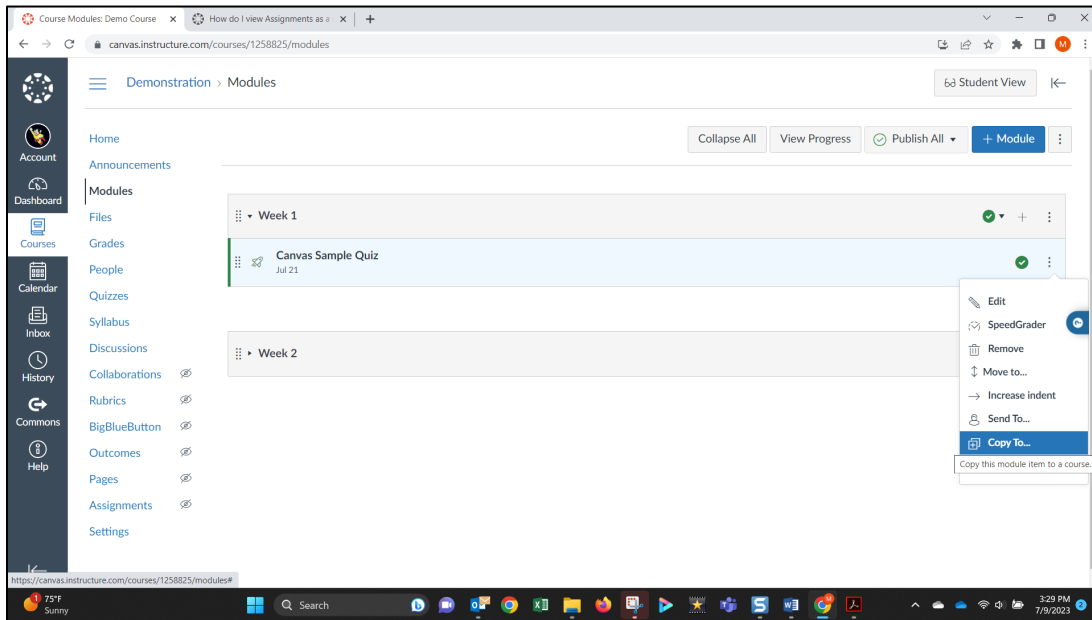
## Copy an Assignment from one course to another

Students can access Assignments through the Course Navigation Menu, the Syllabus, the Gradebook, Calendar, or Modules. This is true even if you choose to hide the “Assignments” link in Course Navigation

In this example, we will copy an assignment from a Module in one course to a Module in another course.

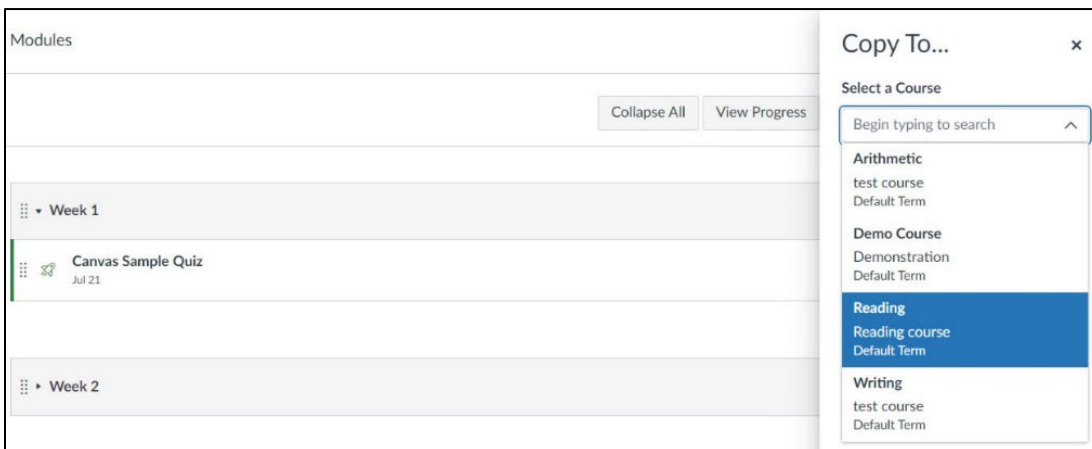
### **Step 1:**

Find the assignment you wish to copy in the “Modules” section, click the options menu (3 dots) in the upper right corner of the assignment window, and select “Copy To...”



### **Step 2:**

Select a course to copy the file to from the drop-down menu that appears when the “Select a Course” field is clicked.

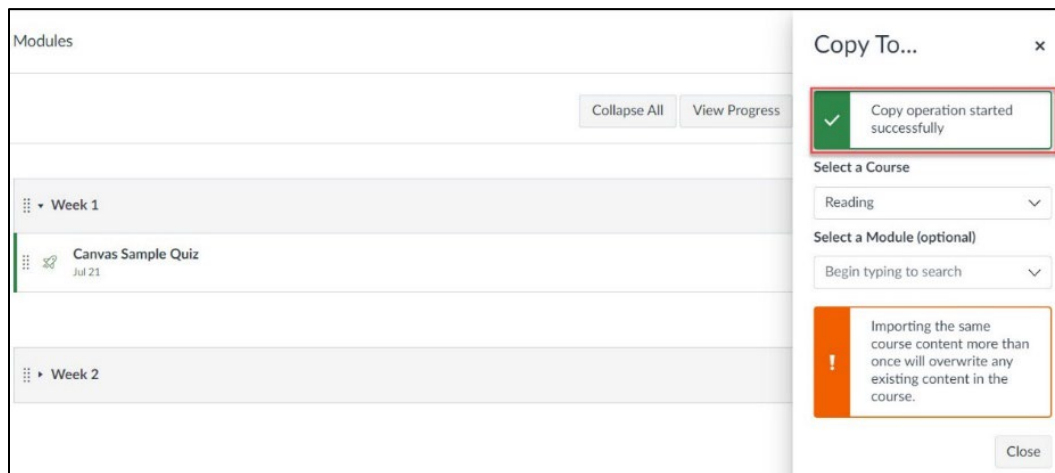


### Step 3:

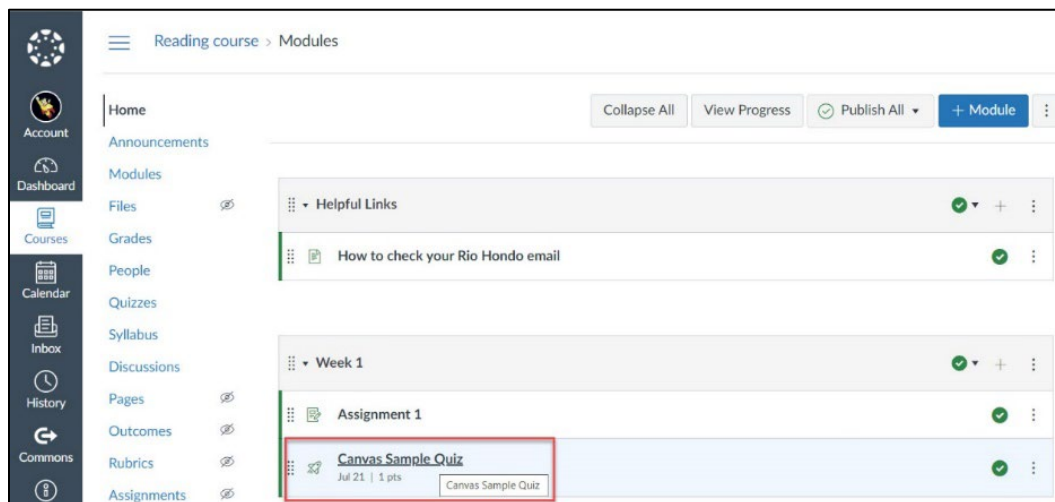
Select the Module that you would like to copy the Assignment to in the other course, and then click “Copy”.



You will receive confirmation that the “Copy operation started successfully”.



Close the “Copy To...” dialog box and navigate to the course to which the Assignment was copied.



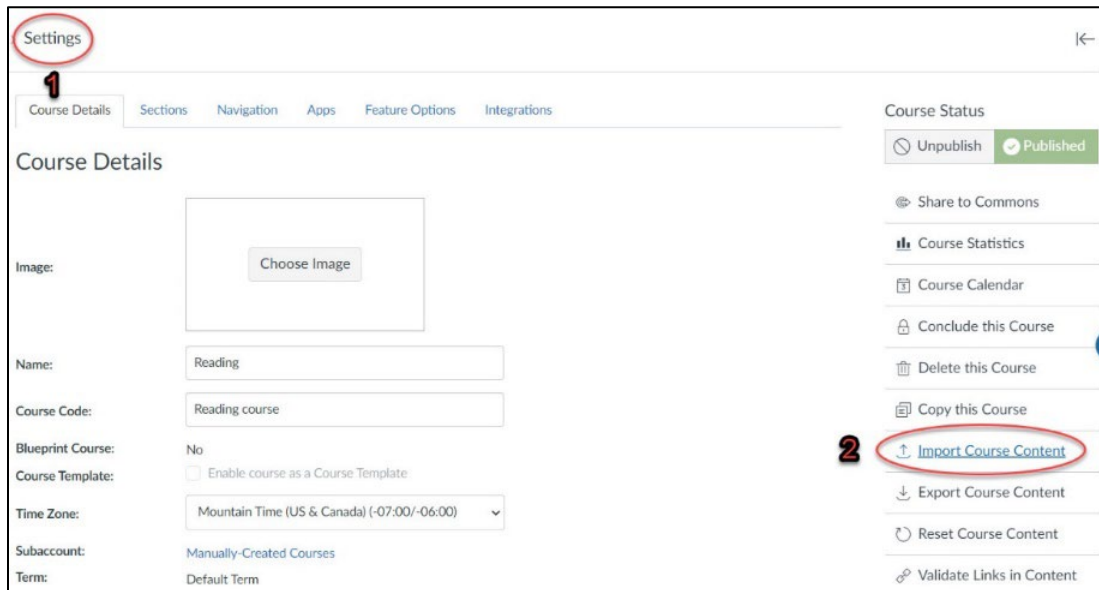
## Import Course Content (from one course to another)

You can import “All content” or “Select specific content” to import from a current or completed course.

In this example, we will import a File from into a course from another existing course.

### **Step 1:**

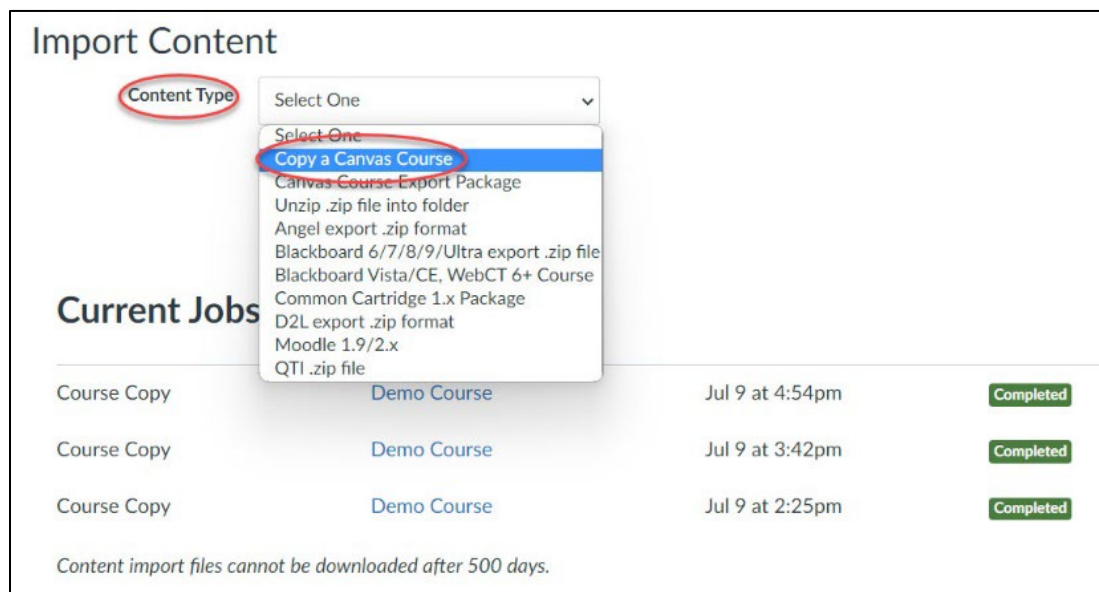
While signed into the course into which you would like to import an existing file, click on “Settings”, and then “Import Course Content”.



The screenshot shows the Canvas LMS Course Settings page. The 'Settings' tab is circled in red with a red '1' next to it. The 'Import Course Content' link in the right-hand sidebar is also circled in red with a red '2' next to it.

### **Step 2:**

Select “Copy a Canvas Course” in the “Content Type” drop-down box.



The screenshot shows the Canvas LMS Import Content page. The 'Content Type' dropdown menu is open, and 'Copy a Canvas Course' is selected and circled in red.

| Course Copy | Demo Course | Jul 9 at 4:54pm | Completed |
|-------------|-------------|-----------------|-----------|
| Course Copy | Demo Course | Jul 9 at 3:42pm | Completed |
| Course Copy | Demo Course | Jul 9 at 2:25pm | Completed |

Content import files cannot be downloaded after 500 days.

### Step 3:

Select the Course from which to copy content (in this case, a file).

**Import Content**

Content Type: Copy a Canvas Course

Search for a course: Select a course or Course name

Content: Select a course  
Default Term  
Arithmetic  
**Demo Course**  
Reading  
Writing

Options:  Adjust events and due dates

! Importing the same course content more than once will overwrite any existing content in the course.

Cancel Import

### Step 4:

Choose “Select specific content”. If desired, click “Adjust events and due dates”, and then either “Shift dates” (fill in dialog boxes below) or “Remove dates”.

**Import Content**

Content Type: Copy a Canvas Course

Search for a course: Demo Course or Demo Course

Include completed courses

Content:  All content  
 **Select specific content**

Options:  **Adjust events and due dates**

Date adjustment:  **Shift dates**  
 Remove dates

Beginning date: Jun 11, 2018 at 3:46pm change to  
Local: Mon, Jun 11, 2018, 3:46 PM  
Course: Mon, Jun 11, 2018, 4:46 PM

Ending date: change to



## Step 5:



Scroll down and click the “Import” button.


Select specific content

Options  Adjust events and due dates

Date adjustment  Shift dates  
 Remove dates

Beginning date Jun 11, 2018 at 3:46pm  change to    
Local: Mon, Jun 11, 2018, 3:46 PM  
Course: Mon, Jun 11, 2018, 4:46 PM

Ending date   change to  

 Importing the same course content more than once will overwrite any existing content in the course.

### Current Jobs

|             |             |                 |           |
|-------------|-------------|-----------------|-----------|
| Course Copy | Demo Course | Jul 9 at 4:54pm | Completed |
| Course Copy | Demo Course | Jul 9 at 3:42pm | Completed |

## Step 6:

Click the “Select Content” button.

### Import Content

Content Type

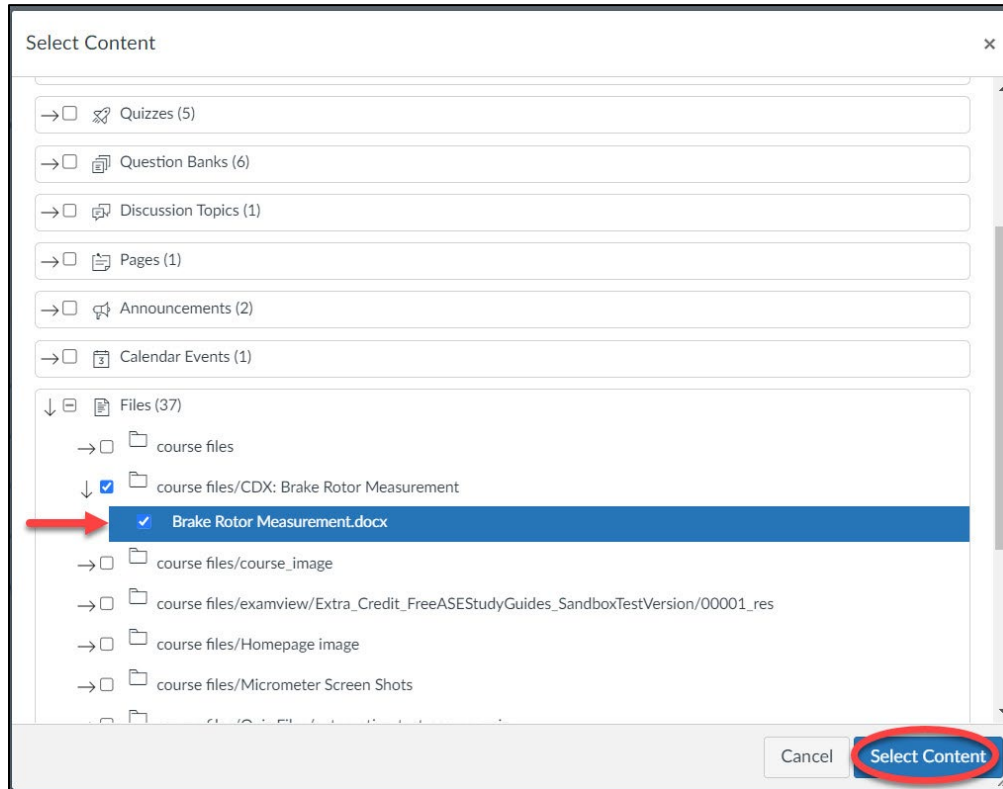
### Current Jobs

|             |             |                 |                       |  |
|-------------|-------------|-----------------|-----------------------|--|
| Course Copy | Demo Course | Jul 9 at 5:33pm | Waiting for Selection | <input checked="" type="button" value="Select Content"/> |
| Course Copy | Demo Course | Jul 9 at 4:54pm | Completed             |  |
| Course Copy | Demo Course | Jul 9 at 3:42pm | Completed             |  |
| Course Copy | Demo Course | Jul 9 at 2:25pm | Completed             |  |

Content import files cannot be downloaded after 500 days.

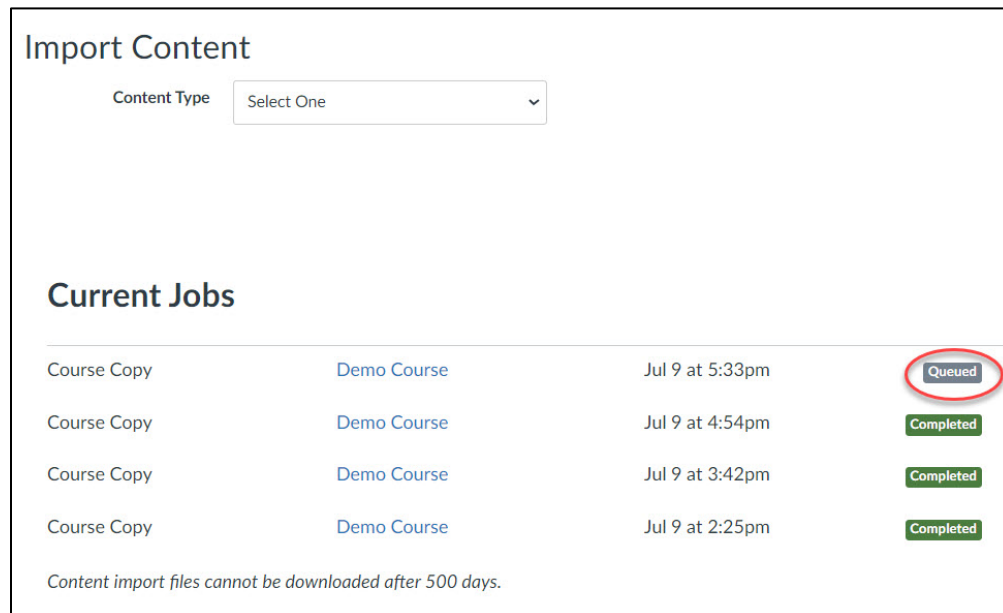
### Step 7:

Select the checkbox(es) next to the specific content that you would like to import, and then click the “Select Content” button.



### Step 8:

Under “Current Jobs”, the Course Copy will be “Queued”, as shown in the picture below.



Once the file has been imported successfully, a green “Completed” tag will be seen, as shown below.

### Import Content

Content Type

### Current Jobs

|             |             |                 |                  |
|-------------|-------------|-----------------|------------------|
| Course Copy | Demo Course | Jul 9 at 5:33pm | <b>Completed</b> |
| Course Copy | Demo Course | Jul 9 at 4:54pm | <b>Completed</b> |
| Course Copy | Demo Course | Jul 9 at 3:42pm | <b>Completed</b> |
| Course Copy | Demo Course | Jul 9 at 2:25pm | <b>Completed</b> |

*Content import files cannot be downloaded after 500 days.*

### Step 9:

Navigate to the appropriate content area (in this case, “Files”) to find the newly-imported content (in this case, the “CDX: Brake Rotor Measurement” folder that contains the file named “Brake Rotor Measurement.docx”).

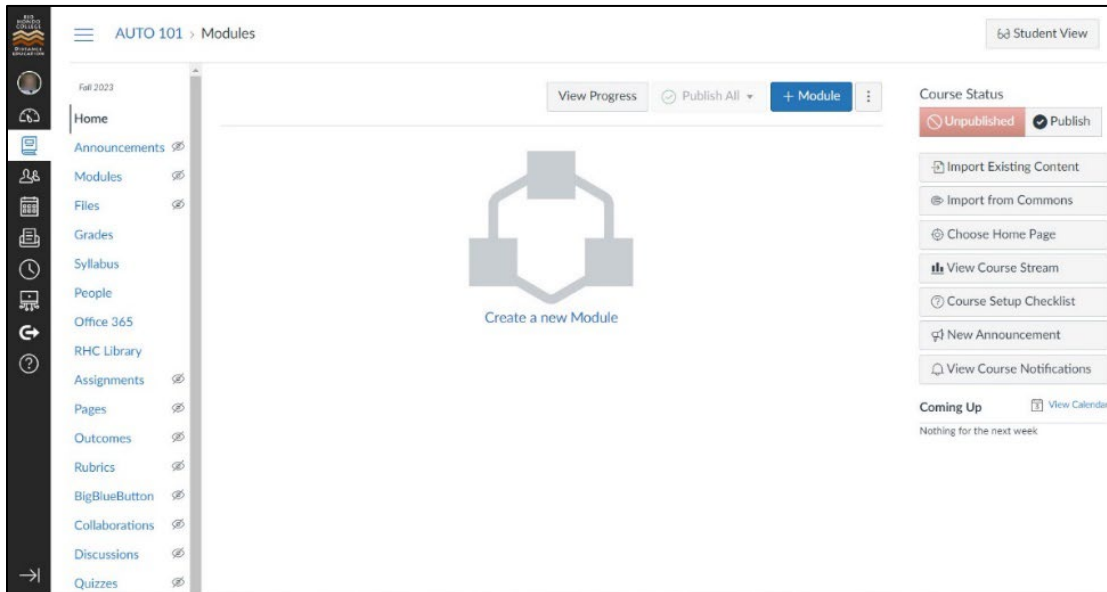
The screenshot shows a course management interface. The breadcrumb path is "Home > Reading course > Files > CDX: Brake Rotor Measurement". A search bar contains "Search for files" and "0 items selected". The left sidebar lists various content areas: Home, Announcements, Modules, Files, Grades, People, Quizzes, Syllabus, Discussions, Pages, Outcomes, Rubrics, Assignments, BigBlueButton, Collaborations, and Settings. The "Files" section is expanded to show a folder named "CDX: Brake Rotor Measurement". Inside this folder, a file named "Brake Rotor Measurement.docx" is listed with a document icon. The file's "Date Created" and "Date Modified" are both "Aug 22, 2021". At the bottom, a progress bar indicates "0% of 524.3 MB used".

## Import an entire course into a new (empty) Canvas shell

Instructors are assigned an empty Canvas shell for each course that they are assigned to teach. If the instructor has previously used Canvas to teach the same course at Rio Hondo College, the entire course (with all content) can be imported into the new empty Canvas shell.

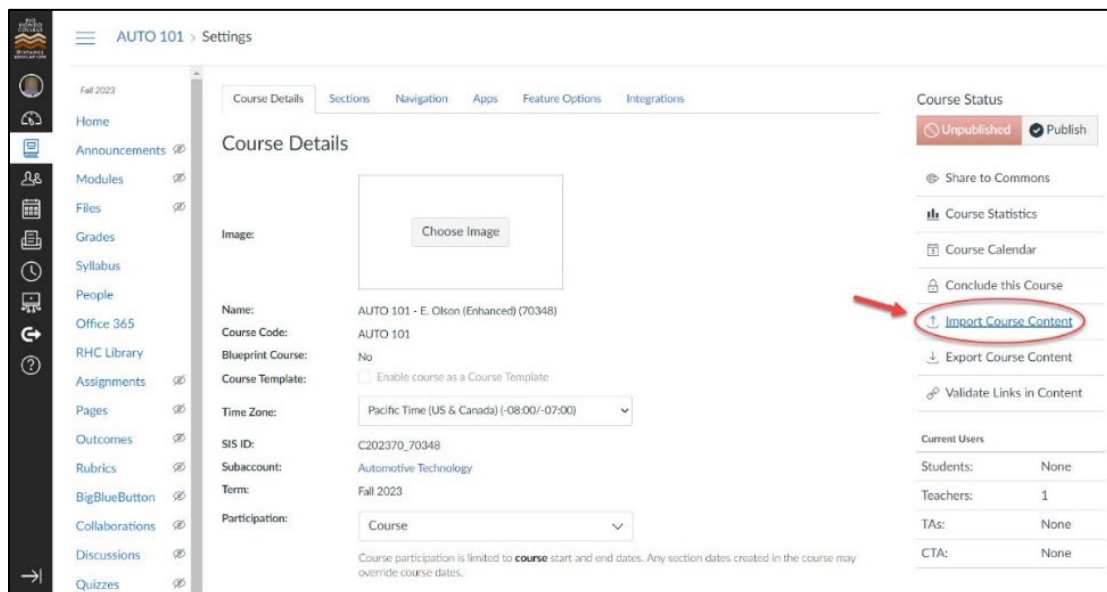
### Step 1:

Navigate to the Home page of the empty Canvas shell into which you want to import another (prior) Canvas course.



### Step 2:

Go to the “Settings” page, and then click on “Import Course Content”.



**Step 3:**

Select “Copy a Canvas Course” in the “Content Type” drop-down box.

The screenshot shows the 'Import Content' page. At the top, the 'Content Type' dropdown menu is open, and 'Copy a Canvas Course' is highlighted. Below the dropdown, there is a table titled 'Current Jobs' with three rows, each showing a 'Course Copy' for 'Demo Course' that is 'Completed'.

| Course Copy | Demo Course | Jul 9 at 4:54pm | Completed |
|-------------|-------------|-----------------|-----------|
| Course Copy | Demo Course | Jul 9 at 3:42pm | Completed |
| Course Copy | Demo Course | Jul 9 at 2:25pm | Completed |

Content import files cannot be downloaded after 500 days.

**Step 4:**

Select the Course from which to copy content (in this case, the entire course).

The screenshot shows the 'Import Content' page with the 'Content Type' set to 'Copy a Canvas Course'. The 'Search for a course' dropdown menu is open, and 'Demo Course' is highlighted. Below the dropdown, there is a checkbox for 'Options' labeled 'Adjust events and due dates'. At the bottom, there is a warning message: 'Importing the same course content more than once will overwrite any existing content in the course.' and two buttons: 'Cancel' and 'Import'.

Options  Adjust events and due dates

! Importing the same course content more than once will overwrite any existing content in the course.

Cancel Import

### Step 5:

Choose “All content”. If desired, click “Adjust events and due dates”, and then either “Shift dates” (fill in dialog boxes below) or “Remove dates”.

## Import Content

Content Type

Search for a course  or

Include completed courses

Content  All content  
 Select specific content

Options  Adjust events and due dates

Date adjustment  Shift dates  
 Remove dates

Beginning date   change to

Ending date   change to

### Step 6:

Scroll down and click the “Import” button.

Content  All content  
 Select specific content

Options  Adjust events and due dates

Date adjustment  Shift dates  
 Remove dates

Beginning date   change to

Ending date   change to

**!** Importing the same course content more than once will overwrite any existing content in the course.

### Current Jobs

|                         |                           |                  |           |           |
|-------------------------|---------------------------|------------------|-----------|-----------|
| Course Copy             | AUTO 101 - E. Olson...    | Jul 14 at 1:07pm | Completed | 6 issues  |
| Canvas Common Cartridge | canvas_course_shell.imscc | Jul 2 at 3:42pm  | Completed | 11 issues |

Under “Current Jobs”, the Course Copy will be “Queued”, and will then be shown as “Running”, as shown below.

The screenshot shows the 'Import Content' interface. At the top, there is a 'Content Type' dropdown menu set to 'Select One'. Below this is the 'Current Jobs' section, which contains a table with the following data:

| Job Type                | Course Name               | Start Time       | Status    | Issues    |
|-------------------------|---------------------------|------------------|-----------|-----------|
| Course Copy             | AUTO 101 - [redacted]     | Jul 16 at 8:38am | Running   |           |
| Course Copy             | AUTO 101 - [redacted]     | Jul 14 at 1:07pm | Completed | 6 issues  |
| Canvas Common Cartridge | canvas_course_shell.imscc | Jul 2 at 3:42pm  | Completed | 11 issues |

At the bottom of the table, a note states: "Content import files cannot be downloaded after 500 days."

Once the course has been imported, a green “Completed” tag will be seen.

This screenshot shows the 'Import Content' interface after a course has been imported. The 'Content Type' dropdown is still set to 'Select One'. The 'Current Jobs' table now shows four entries, all with a 'Completed' status:

| Job Type    | Course Name | Start Time      | Status    |
|-------------|-------------|-----------------|-----------|
| Course Copy | Demo Course | Jul 9 at 5:33pm | Completed |
| Course Copy | Demo Course | Jul 9 at 4:54pm | Completed |
| Course Copy | Demo Course | Jul 9 at 3:42pm | Completed |
| Course Copy | Demo Course | Jul 9 at 2:25pm | Completed |

The note at the bottom remains: "Content import files cannot be downloaded after 500 days."

All course content will now be imported into your new Canvas shell:

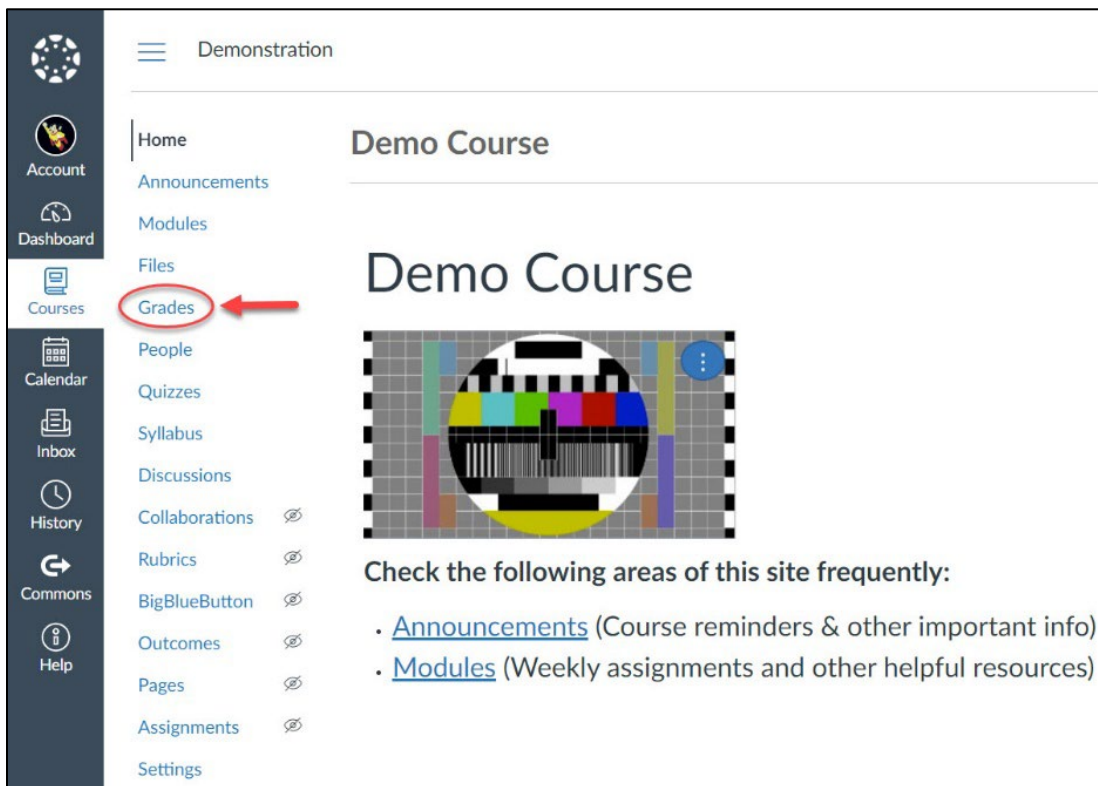
The screenshot displays a Canvas course shell for 'AUTO 101'. The course title is 'AUTO 101 - [redacted] (Enhanced)'. The main content area features a large image of an orange sports car with its hood open, titled 'Intro to Under Hood Service'. Below the image, there is a section titled 'Check the following areas of this site frequently:' with two links: 'Announcements (Course reminders & other important info)' and 'Modules (Weekly assignments and other helpful resources)'. The right sidebar shows 'Course Status' with 'Unpublished' selected and 'Publish' as an option. Other sidebar options include 'Import Existing Content', 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'Course Setup Checklist', 'New Announcement', and 'View Course Notifications'. The bottom of the sidebar shows 'Coming Up' with a 'View Calendar' link and the text 'Nothing for the next week'.

## Exporting the Canvas Gradebook:

You can export scores from the Gradebook and download them to your computer as a CSV file. The Gradebook CSV assignment columns display in the same order as shown in the Gradebook for an individual user.

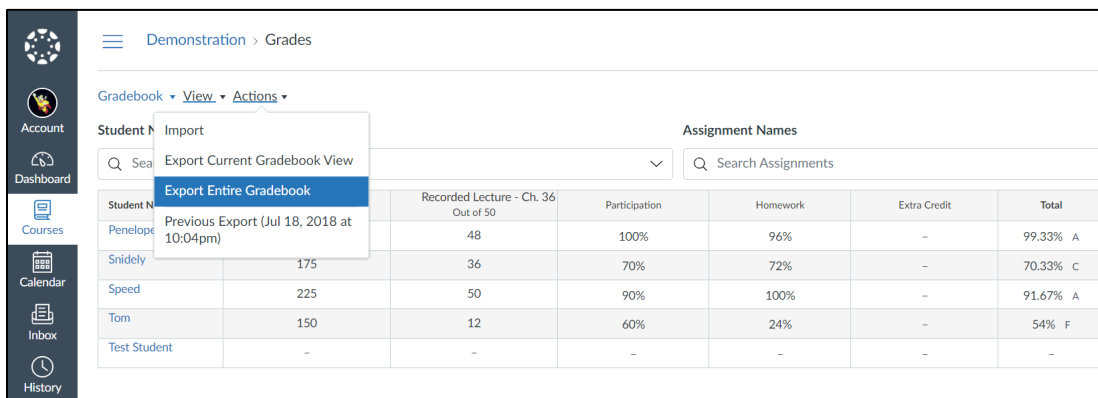
(<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-export-grades-in-the-Gradebook/ta-p/809#:~:text=Click%20the%20Actions%20menu%20%5B1,file%20automatically%20to%20your%20computer.>)

### Step 1: Click on the “Grades” link in the Course Navigation Menu.



The screenshot shows the Canvas course navigation menu for a course titled "Demonstration". The "Grades" link is highlighted with a red circle and a red arrow pointing to it. The main content area displays "Demo Course" and a list of navigation options: Home, Announcements, Modules, Files, Grades, People, Quizzes, Syllabus, Discussions, Collaborations, Rubrics, BigBlueButton, Outcomes, Pages, Assignments, and Settings. Below the navigation menu, there is a section titled "Check the following areas of this site frequently:" with two bullet points: "Announcements (Course reminders & other important info)" and "Modules (Weekly assignments and other helpful resources)".

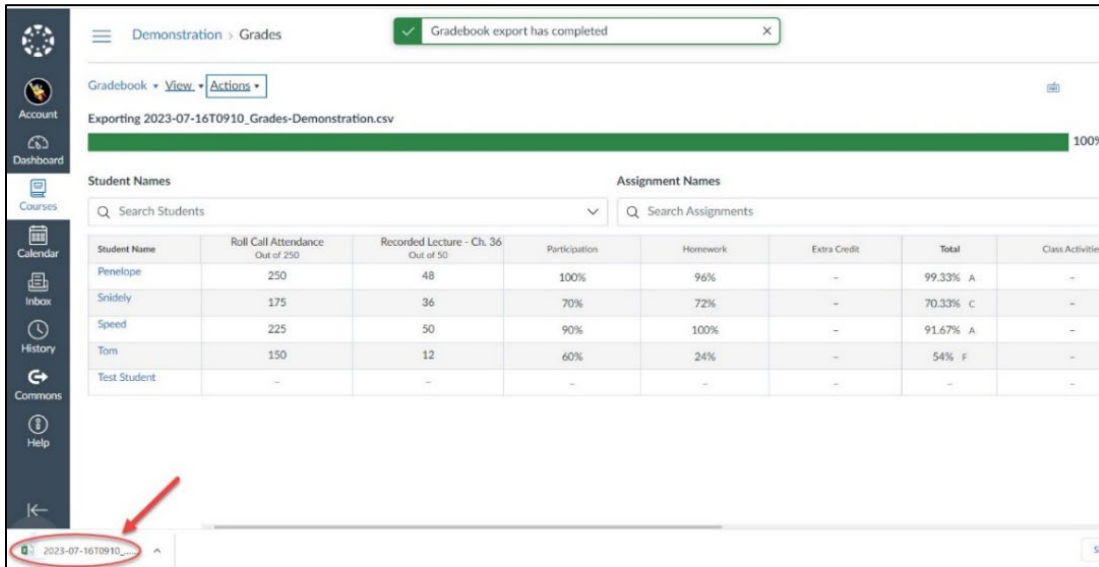
### Step 2: Click “Actions”, and then “Export Entire Gradebook” from the menu at the top of the page.



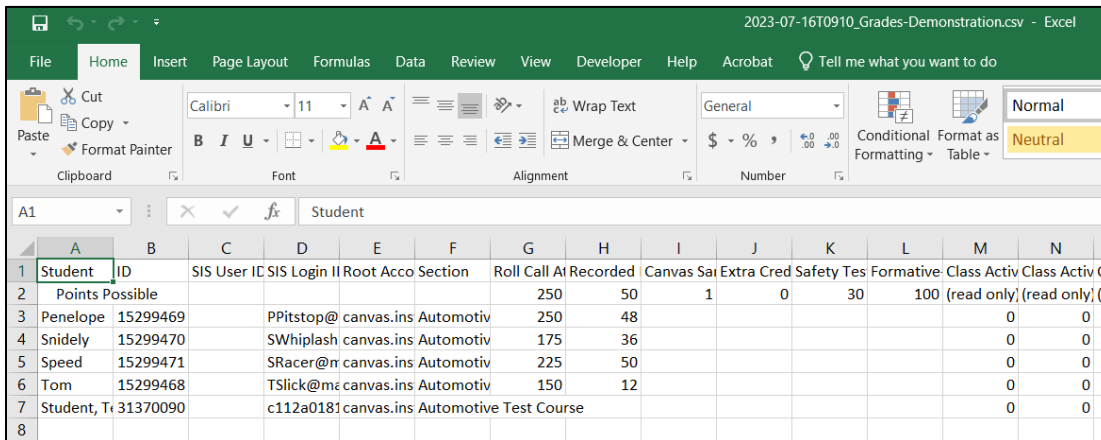
The screenshot shows the Canvas Gradebook interface for the "Demonstration" course. The "Grades" link is selected in the navigation menu. The "Actions" menu is open, and the "Export Entire Gradebook" option is highlighted. The main content area displays a table of student grades. The table has columns for Student Name, Assignment Names, Recorded Lecture - Ch. 36 Out of 50, Participation, Homework, Extra Credit, and Total. The table contains data for several students: Penelope, Snidely, Speed, Tom, and Test Student.

| Student Name | Assignment Names                          | Recorded Lecture - Ch. 36 Out of 50 | Participation | Homework | Extra Credit | Total    |
|--------------|---|-------------------------------------|---------------|----------|--------------|----------|
| Penelope     | Previous Export (Jul 18, 2018 at 10:04pm) | 48                                  | 100%          | 96%      | -            | 99.33% A |
| Snidely      |   | 36                                  | 70%           | 72%      | -            | 70.33% C |
| Speed        |   | 50                                  | 90%           | 100%     | -            | 91.67% A |
| Tom          |   | 12                                  | 60%           | 24%      | -            | 54% F    |
| Test Student |   | -                                   | -             | -        | -            | -        |

The file will be downloaded to the default Downloads folder on your computer, as shown in the picture below.



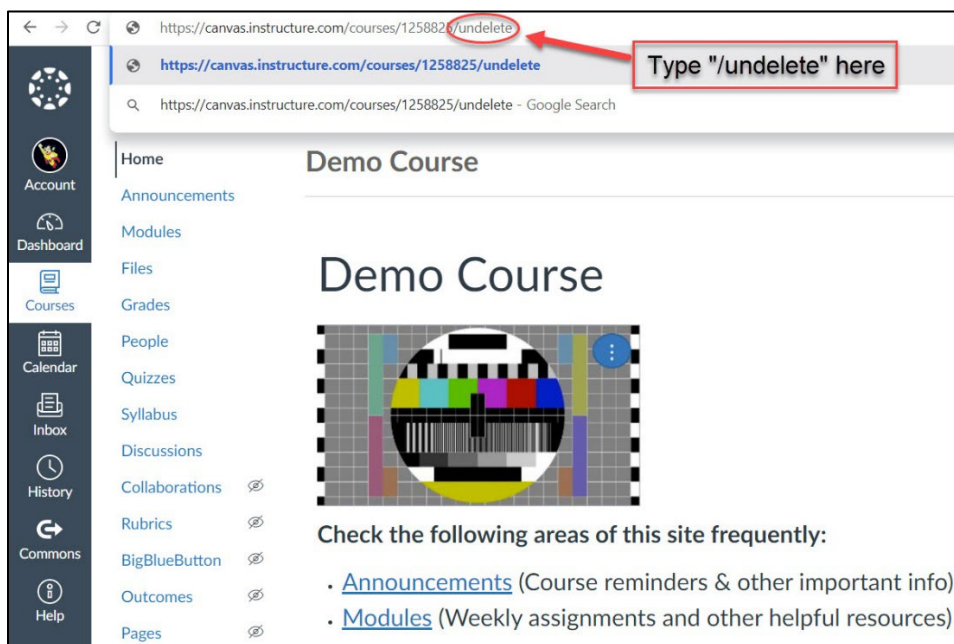
**Step 3: As shown below, the file can then be opened in Excel.**



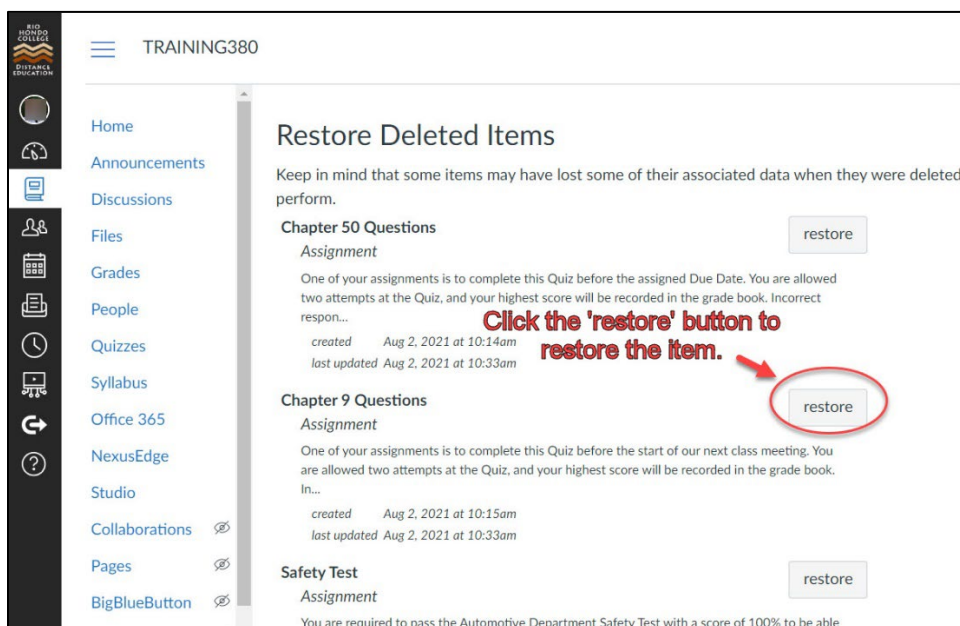
## Using the “Undelete” feature in Canvas:

Some (but not all) deleted content, such as pages, files and announcements can be recovered by using the following steps:

- Navigate to the Home page of your Canvas course.
- Type “/undelete” (without the quotation marks) at the end of the URL in the address header at the top of the page.
- Press the “Enter” key.



- A “Restore Deleted Items” page with a list of restorable items will appear.
- Click the “restore” button for the content that you wish to restore.
  - If an item is not on this list, it cannot be restored.



## DURING THE TERM

This section will address some topics of concern for instructors who are teaching courses in Automotive Technology at Rio Hondo College.

### INSTRUCTOR ABSENCES

One of the most important operational procedures in your role as a faculty member is the procedure for reporting and recording your absences from work. ([Rio Hondo College Faculty Handbook, p. 95](#)).

#### Reporting Absences

If unable to meet a daytime class, the employee must notify his/her immediate supervisor as soon as the need to be absent is known to permit time to secure a substitute and/or post the class. If the academic employee fails to notify the supervisor at least two (2) hours prior to assigned duties, the absence shall be deemed as an unauthorized leave. If the supervisor cannot be reached prior to the absence from class(es), the employee should advise the Office of Academic Affairs at **(562) 908-3402**. The office will then attempt to notify the respective division dean.

If unable to meet an assigned evening class, the academic employee should call his/her division office (before 4:30 p.m.) to report the absence. If no substitute is secured or available, the division secretary will post the class and note on the “sign-in” sheet any instructions for students. If unable to reach the division before 4:30 p.m., the academic employee should contact the Evening/Weekend College Office at **(562) 908-3437**. The Evening/Weekend College Office will make sure the class is posted and will inform the division of the absence the next day. **UNDER NO CIRCUMSTANCES shall an instructor make private arrangements for substitutes for any of their assigned classes without prior approval from their respective division dean(s).** ([Rio Hondo College Faculty Handbook, pages 95-96](#)).

#### Recording Absences

All academic employees must submit an absence form when they have been absent from the college on other than school business. Absence forms are available from the division secretary or on the P: drive, HR Forms > Academic Faculty Forms. The areas of “Other than school business” include illness, bereavement, personal necessity, authorized leave without pay, and subpoena or jury duty.” Illness and personal necessity leave must be listed in either full days or half days. Authorized leave without pay may be taken in hours. For further information on Illness and Injury Leave, refer to the [Collective Bargaining Agreement](#), Article 8.1. For further information on Personal Necessity Leave, refer to [Collective Bargaining Agreement](#), Article 8.5.

An absence form is to be completed by the academic employee as soon as possible after returning from the absence. The division dean will review and verify that the information is accurate. A copy of this report, along with the absence form, will be

retained in the division for a period of three years. ([Rio Hondo College Faculty Handbook, pages 95-96](#)).

## CLASSROOM ETIQUETTE

You should return the classroom to its original configuration at the end of your class session.

This includes:

- Erasing the board.
- Logging out of the computer (and clearing browser history).
- Making sure all surfaces are free of any debris.
- Turning off lights.
- Securing the room by locking the door/doors.

The faculty member who teaches in the classroom after you will surely appreciate your consideration.


## INFORMATION TECHNOLOGY SERVICES

The Information Technology Services Department (ITS) supports services such as email, telephone, internet access, Wi-Fi, website maintenance, and other services.

If you need assistance with your account, network access, telephone system, or anything else IT-related, please contact the Help Desk using one of the following methods:

- 1) Call the Help Desk directly at (562) 463-3740
- 2) Open a “Technology Request” (support ticket) by logging into the [Help Desk Management System](#) ([helpdesk.riohondo.edu/portal](http://helpdesk.riohondo.edu/portal)) using the same credentials you use to log into Access Rio.

Create a new ticket by entering a title and description of the problem you are experiencing.



The screenshot shows a web form titled "For help with an IT issue you are experiencing, please complete the form below." It contains the following elements:

- A "Summary:" label followed by a single-line text input field.
- A "Description:" label followed by a larger multi-line text area.
- An "Optional Attachment:" section with a "Choose File" button, the text "no file selected", and a "clear attachment" link.
- A "Submit Request" button at the bottom.

A list of your open tickets (if applicable) will be on the same page and will include the ticket status and any comments from ITS staff. You can check status updates or add updated information to the ticket.

## AUDIO VISUAL SUPPORT

ITS can provide audio and visual support for meetings and events on campus and at off-campus sites. Arrangements can also be made for setup of a Public Address (PA) system, TV/VCR, and other AV equipment needs for special events.

You can use one of the following forms to submit a request for AV support of a meeting, event, or activity:

- [AV Event request form](#)
- [AV Meeting setup request form](#)

Alternatively, you can access the forms at <http://www.riohondo.edu/its/av>,

Or, call Audio Visual Services directly at (562) 463-3752.

## FACILITIES SERVICES

Services provided include interior and exterior maintenance and repairs, maintenance of all landscape areas, campus facilities scheduling, and the use of District vehicles for approved events.

### Facilities Maintenance

The functions of Facilities Maintenance department consist of interior and exterior repairs such as:

- Air Conditioning
- Temperature control
- Electrical
- Plumbing and heating

If you encounter a problem (for example, burned out lightbulbs), contact your Division Dean or Secretary to submit a request in the online Work Order system.

### Campus Facilities Scheduling

**Generally, room requests are submitted by your division secretary.**

Room utilization for all instructional and non-instructional events is based on availability, equipment, technical, and/or security considerations.

Requests for use of classrooms need to be done five days prior to the event.

Conference room requests can be done on the same day.

**Special arrangements are required for use of Wray Theatre and Campus Inn.**

### Transportation

District vehicles may be used for approved athletic events, academic and student services field trips, and official college business.

The maximum number of passengers in any van shall be twelve (12) and the minimum number of passengers shall be five (5).

Drivers must complete the District's [Driver Application](#) and receive District approval prior to operating District vehicles.

[Transportation Request](https://www.riohondo.edu/facilities-services/wp-content/uploads/sites/29/2023/04/Transportation-Request-2023.pdf) form (<https://www.riohondo.edu/facilities-services/wp-content/uploads/sites/29/2023/04/Transportation-Request-2023.pdf>).

For additional information, contact the office of Facilities Services at (562) 908-3441.

## **FIELD TRIPS**

Participants on a field trip must either be students registered for the class or instructors assigned to teach the class.

No student can be forced to attend a field trip. An alternative assignment must be made available for students choosing not to participate.

### Field Trip Requests

A field trip request **must** first be submitted to your division dean for signature.

Ordinarily, no field trip may be scheduled which would take the students out of other classes during the first two weeks and the last two weeks of each semester or the last week of the summer session.

All students over 18 years of age or the parent/guardian of students under 18 years of age must complete a Field Trip and Activities Permission waiver form.

## **OFFICE SUPPLIES**

A supply of office supplies is kept in a cabinet in the Division office building. Supplies include but are not limited to:

- Dry erase markers
- Whiteboard erasers/eraser refills
- Permanent markers
- Pens
- Pencils
- Paperclips
- Rubber bands
- Staples

Requests and inquiries about available supplies should be directed to the division secretary, who has access to the supply cabinet.

## **SCANTRON TEST SCORING MACHINES**

A Scantron Test Scoring Machine is available in the Technology Division Office, and a limited supply of Scantron 882E test forms may be kept in the office supply cabinet. Please ask the division secretary for test forms, if available, and the exact location of the scoring machine.

A *Quick User Guide* can be found at this link: [Scantron Quick User Guide.pdf](#)

([https://rio.hondo-my.sharepoint.com/:b:/g/personal/eolson\\_rio.hondo\\_edu1/EdPy5jOdtNRApn5Z6ANsnUABmI9dfh11R33XGOCxqfTx-Q?e=JVofyj](https://rio.hondo-my.sharepoint.com/:b:/g/personal/eolson_rio.hondo_edu1/EdPy5jOdtNRApn5Z6ANsnUABmI9dfh11R33XGOCxqfTx-Q?e=JVofyj)).

**Students can purchase Scantron forms from the college Bookstore, either individually or in packages.**

## **COMPUTERS**

Computers are available for students to complete perform research and complete classroom activities.

### Shop

There are two (2) computers on each side of the shop that are housed inside metal enclosures. The screens can be viewed through a see-through pane, and the keyboard and mouse are accessed by pulling out a metal drawer. All four computers have internet access and access to the AllData and Mitchell On-Demand service information programs.

### Computer Room

There is a computer room across the hall from the Tool Room that contains twelve (12) computer workstations. The computers all have internet access and access to the AllData and Mitchell On-Demand service information programs. There is also a printer available.

### Room T-144 Laptop Charging Station

There is a cart containing 24 laptop computers in Room T-144. The computers are all plugged into power strips, which are plugged into the wall to keep the laptops charged and ready to go at all times.

Please ask the tool room attendant for the key to the laptop cart. Be sure that all laptops are shut down before students put them away, and that all laptops are plugged in and accounted for before returning the key to the tool room attendant.

**Instructors who teach classes during same time should communicate with each other to arrange use of the laptops to avoid conflict. The [Class Schedule](#) can be found at [https://ssb.rio.hondo.edu:8443/prodssb/pw\\_pub\\_sched.p\\_search](https://ssb.rio.hondo.edu:8443/prodssb/pw_pub_sched.p_search).**

The password for the laptops is **t144**. Students should **NOT** need to provide a username; the laptops are set up for auto-login with password only. If a student is prompted for a username, the laptop should be restarted, at which point it should only prompt for the password.

## **EMERGENCY PROCEDURES**

Following is useful information to be used in the event of an emergency.

### Emergency Numbers

Campus Security..... 3490 (from campus phones dial 15 or 9+911)

Campus Security (Non-emergency)..... (562) 463-3490  
Los Angeles County Fire/Paramedic..... 9+911 (From campus phones) \*  
Los Angeles County Sheriff..... 9+911 (From campus phones) \*

**\* 9-1-1 from any cell phone: Give college address and location on campus.**

Rio Hondo College – 3600 Workman Mill Rd., Whittier, CA 90601

Student Health Services..... (562) 908-3463  
Evening/Weekend College..... (562) 908-3437  
RHC President’s Office..... (562) 908-3403

### Evacuation Procedures

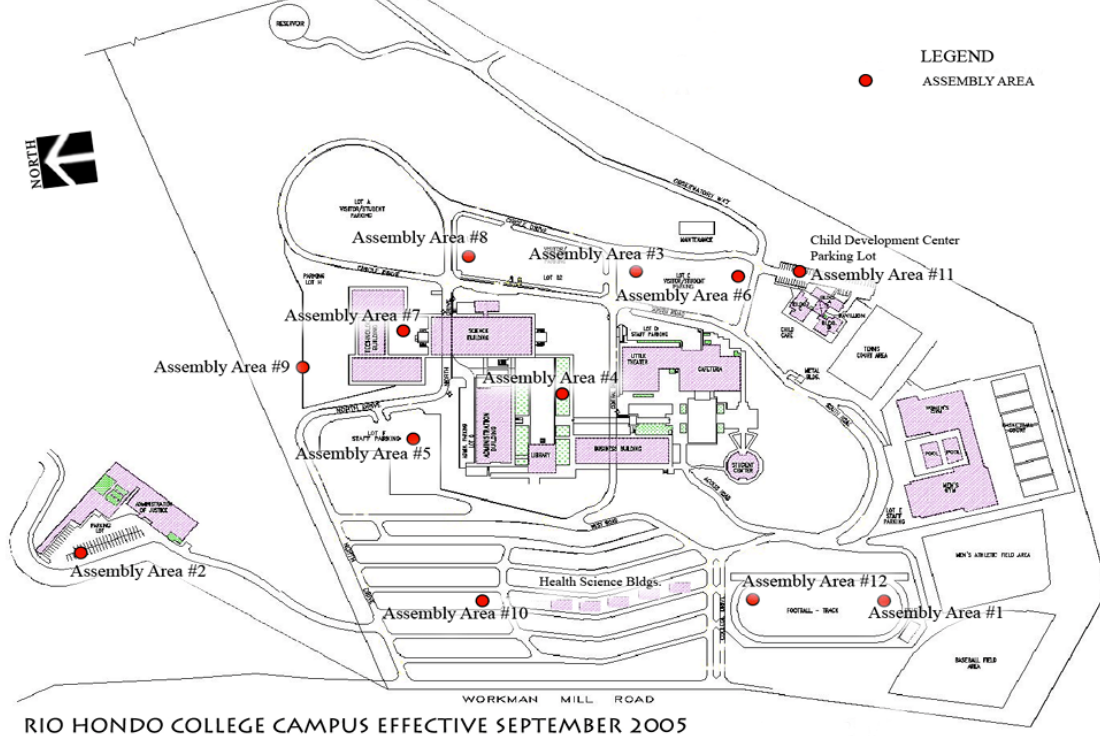
Campus security officers, Facilities Staff, Building Evacuation/Emergency Leaders (BELs), and Building Evacuation/Emergency Coordinators (BECs) will broadcast alerts by the most appropriate and available means: campus telephone, building alarms, hand-held bullhorns, vehicle PA system, or word-of-mouth. Emergency broadcast systems will also be activated. The message will include the type of disaster, scale of evacuation, where to evacuate, etc. ([Rio Hondo College Faculty Handbook, p. 157](#)).

#### **Site-Specific Evacuations:**

Evacuations are mandatory and immediate. Evacuation of classrooms and buildings should be in a calm and controlled manor using the posted evacuation routes. If the situation permits, **a head count should be conducted before and after evacuation to your assigned area** (see Map of Emergency Assembly Points, below). Stand by your assigned area and await further instructions. Campus Security Officers or administrators will advise if classes are to be dismissed or the campus is to be evacuated.

If physically disabled students are in class, instructors should evaluate the situation and take steps to ensure that disabled students are assisted if immediate evacuation or protection from earthquakes is deemed necessary. Do not use the elevators to evacuate buildings. ([Rio Hondo College Faculty Handbook, pp. 157-158](#)).

## MAP OF EMERGENCY ASSEMBLY POINTS



### Immediate Campus Evacuations:

An immediate evacuation of the entire campus may be ordered when a broad-based or fast-moving threat, such as a wild land fire or hazardous chemical spill, threatens the entire campus. In these cases, ALL persons on campus will be asked to leave the campus quickly and calmly.

If directed to evacuate, do so immediately, but without panic. Move to your vehicle and follow officers' instructions. ([Rio Hondo College Faculty Handbook, p. 158](#)).

### Re-Entry:

After an evacuation, DO NOT re-enter the campus or a building unless it has been declared safe by EOC, Campus Security, or Facilities Services personnel. ([Rio Hondo College Faculty Handbook, p. 158](#)).

## STUDENT SUPPORT

A variety of support programs are available to serve the needs of students at Rio Hondo College.

### Programs and Services

Many [Student Support Programs](#) and services may be found by navigating to [riohondo.edu/support-programs/](http://riohondo.edu/support-programs/) in your internet browser. Headings found on the page include:

- **COUNSELING**  
*Get help with educational planning, academic or personal challenges, transferring to a university, and more.*
- **TUTORING AND ACADEMIC SUPPORT**  
*Get help with your classes, such as tutoring, writing assistance, online classes, or for a research project.*
- **TECHNOLOGY SUPPORT**  
*Request technology or technical support.*
- **EMPOWERMENT AND SCHOLARS PROGRAMS**  
*Join a special program. Many of our programs offer specialized counseling and/or tutoring services.*
- **ACADEMIC PATHWAYS AND PROGRAMS**  
*Join an academic pathway or special program to support you on your educational journey, explore your interests, and/or for enrichment.*
- **BASIC NEEDS AND WELLNESS**  
*Take advantage of the resources Rio Hondo College offers or can connect you to.*

Some of the notable services available to students are:

**Free Office 365 for Students:**

Students and educators at eligible institutions can sign up for [Office 365 Education](#) for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. To get started, enter your valid school email address at <https://www.microsoft.com/en-us/education/products/office?ms.officeurl=getoffice365?ms.officeurl=getoffice365>.

**Writers' Resource Center:**

The [Writers' Resource Center](#), located in the Learning Resource Center (LR-118), provides a welcoming and safe environment where all Rio students can receive instructional support to advance their writing, reading, and oral communication skills for academic and professional purposes.

**EOP&S/CARE/NextUp:**

[EOP&S/CARE/NextUp](#), located in the Student Services building (SS240), is a comprehensive program committed to providing compassionate and innovative services to students facing economic and educational challenges. Services include priority registration, counseling services, educational planning, grants, book service, school supplies and meal vouchers. Cooperative Agencies Resources for Education (CARE) is a supplemental component of EOP&S that specifically assists students who are single/head of household with children. NextUp provides services to students who have been in the foster care system at any point on or after their 13<sup>th</sup> birthday.

### **Disabled Students Programs and Services (DSPS):**

Located in room SS330, [Disabled Students Programs and Services \(DSPS\)](#) provides students with verified disabilities the opportunity to effectively matriculate into the mainstream of college and community life with counseling services, academic adjustments (accommodations) and specialized instruction that promotes equal access to educational programs, self-advocacy and personal growth opportunities that foster individual student success.

Determination of disability and accommodations is the role and function of DSPS faculty. If you request verification of a student's eligibility for any disability-related accommodations, such verification will be in the form of a confidential letter written by a DSPS counselor or specialist and delivered by the student or mailed directly to you. If the student is requesting testing accommodations, they will present you with a form that states the parameters of accommodations required.

### **Food Pantry/RioSource Room:**

Located in SS305, [Rio Source Room – Food Pantry](#) services include:

- Food Pantry (grocery bags and frozen meals)
- Diapers and Infant Supplies
- Financial Aid Assistance
- Mental Health Referrals
- Computer Lab

#### Housing Referrals

In collaboration with [Jovenes, Inc.](#), a Peer Navigator is available to assist students who are homeless and at-risk of homelessness.

#### CALFRESH

The [CalFresh](#) Program, federally known as the Supplemental Nutrition Assistance Program (SNAP), issues monthly electronic benefits that can be used to buy most foods at many markets and food stores. Many students are eligible. <https://appointments.riohondo.edu/eSARS/CalFresh/eSARSRedirect.aspx>.

### **Student Health and Psychological Services (SS230):**

Helps students with health and mental health needs and is committed to supporting students' academic success and personal development with short-term counseling for those who are struggling with issues such as stress, anxiety, anger, depression and grief. A desire to heal from trauma, to build healthy relationships, to consider one's gender and sexuality, to manage life's transitions and to face "adulthood" challenges are some of the topics that Río students discuss confidentially with therapists in individual and group sessions. The Health Center provides a variety of services including TB tests, flu shots, vision tests, pregnancy test, sick room available, over the counter medications for minor illnesses and many others.

## **FACULTY SUPPORT**

Faculty have the support of CTE staff and the Rio Hondo College Faculty Association (RHCFA) to help them achieve their goals at Rio Hondo College, as described in more detail in the sections below.

### CTE Staff

Staff members who are well-versed in their respective areas of expertise can be of great assistance in learning and navigating the day-to-day procedures and processes involved in teaching courses and undertaking the many other activities that are needed to become a successful Automotive Instructor at Rio Hondo College.

Following are descriptions of some of the staff members who can assist you:

#### **Division Secretary**

The Division Secretary has knowledge of all departmental policies and procedures. This individual prepares, types, and distributes reports, memoranda, schedules, and lists, arranges meetings, maintains records and files, along with many other duties.

You should provide the Division Secretary with copies of your Syllabi before the semester begins, and copies of your Final Exam(s) in advance of the end of term.

The Division Secretary can provide you with:

- Parking pass
- Classroom key(s)
- Printer access code(s)

In addition, the Division Secretary can provide access to Forms (field trip request, work order, travel request authorization, etc.), and office supplies (white board markers, pens, pencils, Scantron test forms, etc).

#### **CTE Counselors**

CTE Counseling is available for all students interested in planning a career in any of the CTE areas. These areas include: Automotive Technology, Alternative Energy/Electronics, Alternative Fuels, Heavy Equipment Technology, Honda PACT, Architecture, Civil, Engineering Drafting, Geographic Information Systems (GIS) and Hospitality. These counselors are funded under Title 1C Perkins and Strong Workforce Funded Grants. (<https://www.riohondo.edu/career-and-technical-education/counseling/cte-counseling/>).

#### **Job Developer**

The Career and Technical Education (CTE) Department at Rio Hondo College has a dedicated Job Developer. The Job Developer provides a variety of services to assist CTE students and alumni with fulfilling your career goals.

Appointments are available both online (Zoom) and in person (room T-158).

### Services Available

- Resume and cover letter review and assistance
- Employment and Job Search assistance
- Job interview coaching
- Career development workshops
- Employer information sessions
- **And MORE!**

(<https://www.riohondo.edu/career-and-technical-education/job-developer/>).

### **Articulation**

Articulation is the process of evaluating courses to determine whether coursework completed at a high school or ROCP will meet the requirements at a community college for the purpose of advanced placement or credit-by-exam units. The Articulation process is designed to help students advance from one course, program or educational level to the next without the unnecessary repetition of essentially similar courses for which credit has been received. When students obtain advanced placement in or credit for college while still enrolled in high school or ROCP, it enables them to achieve their goal of completing a certificate or degree in a shorter time. (<https://www.riohondo.edu/career-and-technical-education/articulation/>).

For any questions pertaining to CTE Articulation, please contact our designated Career Pathways Specialist (see Appendix A: Personnel Directory on page 114).

#### **Note on Dual Enrollment:**

Rio Hondo College is a two-year community college. We have an open agreement with local high school districts to enroll high school students in college classes.

Concurrent/Dual Enrollment students are permitted to enroll in a maximum of eleven (11) non-remedial units each term. Authorized personnel from the student's high school must determine if a student is prepared and will benefit from taking college level courses. All Concurrent/Dual Enrollment forms must be signed by the student, student's parent/guardian, and the authorized personnel from the high school.

### **Curriculum Specialist**

Rio Hondo College uses a web-based curriculum management system known as CurriQunet for the development, review, and approval of academic courses and programs.

For technical questions regarding CurriQunet, please contact our Curriculum Specialist (see personnel list)

### **Interim Grant Manager – Strong Workforce Initiative**

The Strong Workforce Program was put in place to develop more workforce opportunity and lift low-wage workers into living-wage jobs, California took a bold step in 2016 to create one million more middle-skill workers. At the recommendation of the California Community College Board of Governors, the Governor and Legislature approved the Strong Workforce Program, adding a new annual recurring investment of \$200 million to spur career technical education (CTE) in the nation's largest workforce development system of 113 colleges.

Under the direction of the Assigned Administrator, the Grant Manager coordinates the development of classes and programs including determination of needs and interest, planning, implementation, and evaluation; communicates with community individuals, groups and District staff regarding grant related classes and programs.

### Rio Hondo College Faculty Association (Union)

The [Rio Hondo College Faculty Association \(rhcfa.org\)](http://rhcfa.org) is the local chapter of the California Teachers Association. The RHCFA is also associated with the [Community College Association \(cca4us.org\)](http://cca4us.org) and the [National Education Association \(nea.org\)](http://nea.org).

Members of the Faculty Association can run & vote in officer elections and for ratification of negotiated agreements, and have greater levels of paid representation in arbitration with the District. Members also get travel services, complimentary life insurance, Educators Limited liability insurance, discounts on entertainment, discounts on auto purchases/rentals, discounts on travel, and more.

Any unit member who is a member of the RHCFA/CTA-NEA or who has applied for membership may sign and deliver to the District an assignment authorizing deduction of unified membership dues, initiation fees, and general assessments in the Association. Pursuant to such authorization, the District shall deduct one-tenth (1/10) of such dues from the regular salary check of the unit member each month for ten (10) months. Deductions for unit members who sign such authorization after the commencement of the school year shall be appropriately prorated to complete payments by the end of the school year. Such authorization shall continue in effect from year to year unless revoked in writing ([RHCFA CBA, page 57](#)).

## **MANDATORY TRAININGS**

All mandatory trainings can be completed online via the Keenan Safe Colleges Training site (<https://riohondo-keenan.safecolleges.com/login>). An account for each employee will be created by Human Resources. ([Rio Hondo College Faculty Handbook, p.46](#)).

### Mandated Reporter Training

California Assembly Bill 1432 – Mandates all school employees to receive annual training on child abuse and neglect detection, mandatory reporter obligations and

procedures, and information that the failure to report child abuse or neglect is a misdemeanor and punishable by six months in jail, a \$1,000 fine, or both. All current district employees must complete and show proof of training within the first six (6) weeks of each calendar year. ([Rio Hondo College Faculty Handbook, p.46](#)).

### Title IX Training

Title IX of the Education Amendments of 1972 requires Rio Hondo College to provide students and employees with an environment safe from sexual misconduct, such as sexual harassment and sexual violence. The U.S. Department of Education and its Office for Civil Rights (OCR) issued a Dear Colleague Letter (DCL) making mandatory all public and private colleges and universities receiving any federal financial aid to comply with Title IX regulations. Title IX prohibits discrimination on the basis of sex in federally funded education programs and activities.

The Dear Colleague Letter (DCL):

<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>) explains a school's responsibility to respond promptly and effectively to sexual violence against students in accordance with the requirements of Title IX. ([Rio Hondo College Faculty Handbook, p.46](#)).

## **COMMITTEES AND MEETINGS**

Full-time faculty are expected, as part of their contractual obligation, to participate in college and division/area committees, and to attend required division/district meetings.

### Rio Hondo College Committees

Some committees that a full-time faculty member may choose or be appointed to serve include:

- Academic Rank Committee
- Academic Senate
- Curriculum Committee
- Distance Education Committee
- Hiring Committees (as needed)
- Institutional Effectiveness Committee
- Open Educational Resources Committee
- Outcomes Committee

### Attendance at Division/Area and District Meetings

*As stated in the RHCFA CBA (Collective Bargaining Agreement), page 21-22:*

Division/area meetings normally shall be held on Tuesdays or Thursdays during the activity period. Full-time unit members shall attend scheduled division/area meetings except as otherwise authorized by the Division Dean or designee.

The maximum number of division/area and/or district-wide meetings requiring unit member attendance during the academic year shall not exceed twenty-five (25). Upon mutual agreement of the full-time unit members in a division/area and the Division Dean additional meetings may be scheduled. For district-wide meetings, at least five (5) work days' advance notice shall be provided to unit members except in cases of emergencies. Except in unusual circumstances, mandatory attendance at division/area staff meetings shall be preceded by a five (5) day advance written notice to said staff. Any meetings required for implementation of this agreement involving unit members shall not be counted in determining the maximum number of division/area meetings per academic year.

The full-time unit members in the division/area and Division Dean shall attempt to develop a schedule of dates for division/area meetings during the academic year.

### Advisory Meetings

One of the requirements for the Automotive Technology program at Rio Hondo College to remain accredited by the ASE Education Foundation is to have an officially sanctioned program advisory committee that provides input on program goals.

According to [ASE Education Foundation program standards](http://aseeducationfoundation.org/resources), which can be found at [aseeducationfoundation.org/resources](http://aseeducationfoundation.org/resources), the Advisory Committee must convene at least two (2) working meetings a year to provide information, counsel, and recommendations on behalf of the community served by the training program.

## **CONFERENCE AND TRAVEL REQUESTS**

In order for the Automotive Technology Program at Rio Hondo College to remain accredited by the ASE Education Foundation (formerly NATEF), all instructors must complete twenty (20) hours of recognized automotive industry technical update training each year, relevant to their program.

Training can be obtained by attending manufacturer-sponsored training events, attending ASE-approved and sponsored webinars, attending conferences such as the [California Automotive Teachers](http://californiaautomotiveteachers.com) conference that takes place every spring and fall, and a variety of other ways.

Conferences and/or training events that require registration and/or conference fees, travel, overnight accommodations, etc., may be funded by Perkins, Strong Workforce (SWF), or other District funding.

### Request for Travel Authorization Form

Faculty must complete a Request for Travel Authorization form prior to traveling. The form may be obtained from and submitted to your Division Secretary.

Information that is required on the form includes:

- The funding source, preferably with account code (i.e., Perkins V, SWF, or other); this information can be obtained from the Division Secretary.
- Dates, location (city and state), duration of travel period, and number of days absent from the District.

**NOTE:** *due to Assembly Bill 1887 “Prohibition on State-Funded and State-Sponsored Travel to States with Discriminatory Laws”, there are currently more than 20 states that are subject to California’s ban on state-funded and state-sponsored travel. A current list of banned states can be found at <https://oag.ca.gov/ab1887>.*

- The purpose or value of your attendance at this conference (i.e., required NATEF training, professional development, or other).
- The estimated actual costs of attending the conference; fill in the appropriate entries on the form for registration fee(s), airfare, lodging, meals (up to \$50/day), parking, mileage, taxi/shuttle, “other”).

Travel requests are forwarded to Finance and Business once they have been signed by the appropriate Vice President and/or Superintendent/President if out of state travel is required.

Requests for out-of-state travel which require Board approval must be submitted well in advance of Board Meetings. It is recommended to start the process at least six weeks prior to your conference date. Board meetings are usually scheduled on the second Wednesday of every month. Non-approved trips will not be reimbursed.

### Reimbursement After You Return

If requesting reimbursement for expenses incurred, you must give *original receipts, actual expense account form, and a typed conference report to your Division Secretary*, who will submit a requisition on your behalf.

Steps include:

- Complete the Actual Expense Account form, which can be obtained from your Division Secretary.
- Attach original receipts for airfare, taxi, meals, parking, and hotel room.
- Complete a **TYPED** conference report using the approved template; this can be obtained from your Division Secretary.

### **Reports:**

Within thirty (30) calendar days after return from conferences/meetings which are classified as Professional or Instructional, faculty members shall submit written reports describing the main features of the conference/meeting and adding any recommendations for actions at Rio Hondo College which grew out of these conferences/meetings. In addition, the conference reports will evaluate the conference or meeting and describe its benefits, if any, to Rio Hondo College.

## Final Approval and Payment for Travel Expenses

Your travel expenses report will be reviewed to ensure that all required receipts and typed conference report are in order. If your expenses are under \$250.00, payment will be made shortly after verification. If your travel expenses exceed \$250.00, the Office of Accounting will forward your requisition to Contract Management and Vendor Services to have a purchase order issued. Once a purchase order is issued, Accounting will process payment. **YOU ARE RESPONSIBLE FOR COMPLETING ALL DOCUMENTS WITHIN THIRTY (30) DAYS FROM THE DATE OF YOUR TRAVEL OR RISK FORFEITING REIMBURSEMENT.**

([Rio Hondo College Faculty Handbook, p. 102](#)).

## Cancellation of Travel Arrangements

If you cancel your travel arrangements, you must notify the Office of Accounting and send back all the travel documents. If any fees have been paid by the District (e.g., registration fee, hotel deposit, etc.), please refund these fees to the District.

([Rio Hondo College Faculty Handbook, p. 102](#)).

## **FUNDING**

The Career and Technical Education Department's goal is to continuously grow with the needs of industry. In doing so, numerous grants have been awarded to the Career and Technical Education department. The funding from these grants is used to purchase the most up to date equipment and to adjust curriculum according to the needs of our industry partners. By working closely with our industry partners, we can ensure that our students are prepared to enter the job market upon completion of their certificate or degree. (<https://www.riohondo.edu/career-and-technical-education/cte-grants-for-growth/>).

### Perkins V

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) was signed into law by President Trump on July 31, 2018. This bipartisan measure reauthorized the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) and continued Congress' commitment in providing nearly \$1.4 billion annually for career and technical education (CTE) programs for our nation's youth and adults.

Perkins V represents an important opportunity to expand opportunities for every student to explore, choose, and follow career and technical education programs of study and career pathways to earn credentials of value.

(<https://cte.ed.gov/legislation/perkins-v>).

A Perkins budget and reports are the responsibility of the faculty member appointed by the Dean of CTE to oversee Perkins funding for the department. This faculty

member should be consulted before any potential spending takes place using Perkins funds.

Before any funds can be allotted for a piece of equipment, a training aid, professional development (conferences, manufacturer-specific training events, etc.), the following must take place:

- The purchase or expense should be discussed with the faculty member in charge of the Perkins account.
- A quote must be obtained, with all charges included (tax, delivery fees, etc.).
- The '[Perkins Request for Purchase](https://form.jotform.com/221864940307154)' form (a jotform available at <https://form.jotform.com/221864940307154>) must be submitted, which is then directed to the Division Secretary and the Grant Manager.

**NOTE that the following items are required on the form:**

- Whether the vendor accepts purchase orders, or credit card only (overseas).
- Whether the quote is a final price that includes shipping.
- Estimated shipping date(s) – to ensure that the item(s) are received before the current funding deadline.
- If Rio Hondo College has purchased from this vendor in the past;
  - **if NOT, the vendor must be added to the accounting system by the Division Secretary and receive a new ID number before proceeding.**
- Quote or Invoice uploaded to the form.
- Current W-9 upload (if the quote is from a Vendor).
- Description of the item(s) you are requesting and how you will use it/them.
- Where you would like the item(s) delivered.

Please note that it takes time for the quote to be approved, a requisition to be submitted to Purchasing, and a Purchase Order to be generated so that the item(s) can be purchased. **PLAN ON UP TO SIX (6) WEEKS** from submitting the form to the time a Purchase Order is received and the item(s) can be purchased.

### Strong Workforce

The Strong Workforce Program was put in place to develop more workforce opportunities and lift low-wage workers into living-wage jobs, California took a bold step in 2016 to create one million more middle-skill workers. At the recommendation of the California Community College Board of Governors, the Governor and Legislature approved the Strong Workforce Program, adding a new annual recurring investment of \$200 million to spur career technical education (CTE) in the nation's largest workforce development system of 113 colleges.

(<https://www.riohondo.edu/career-and-technical-education/cte-grants-for-growth/>).

The same guidelines basically apply for Strong Workforce (SWF) as for Perkins V; A budget and reports regarding Strong Workforce (SWF) spending are the responsibility of the faculty member appointed by the Dean of CTE to oversee Strong Workforce (SWF) funding for the department. This faculty member should be consulted before any potential spending takes place using Strong Workforce (SWF) funds.

Before any funds can be allotted for a piece of equipment, a training aid, professional development (conferences, manufacturer-specific training events, etc.), the following must take place:

- The purchase or expense should be discussed with the faculty member in charge of the Strong Workforce (SWF) account.
- A quote must be obtained, with all charges included (tax, delivery fees, etc.).
- The '[Strong Workforce Local Funding Quotes](https://form.jotform.com/220545709503150)' form (a jotform available at <https://form.jotform.com/220545709503150>) must be submitted, which is then directed to the Division Secretary and the Grant Manager.

**NOTE that the following items are required on the form:**

- Funding period for the request (if not sure, ask the Grant Manager).
- Whether the vendor accepts purchase orders, and whether the quote includes payment terms
- Whether the quote is for a Subscription or Organizational Membership; if so, for what service dates.
- Whether the quote is a final price that includes shipping.
- Estimated shipping date(s) – to ensure that the item(s) are received before the current funding deadline.
- If Rio Hondo College has purchased from this vendor in the past;
  - **if NOT, the vendor must be added to the accounting system by the Division Secretary and receive a new ID number before proceeding.**
- Quote or Invoice uploaded to the form.
- Current W-9 upload (if the quote is from a Vendor).
- CA587 or CA590 form (upload) if the vendor is based outside of California AND will be providing services; the vendor should provide whichever form best reflects their business/organization. [Services include: organization memberships and subscriptions]
- Description of the item(s) you are requesting and how you will use it/them.
- Where you would like the item(s) delivered.

Please note that it takes time for the quote to be approved, a requisition to be submitted to Purchasing, and a Purchase Order to be generated so that the item(s) can be purchased. **PLAN ON UP TO SIX (6) WEEKS** from submitting the form to the time a Purchase Order is received and the item(s) can be purchased.

## SALARY AND WORKLOAD

Your pay is dependent on your calculated workload and your position on the current Salary Schedule.

### Salary Schedule

The current [Faculty Salary Schedule](https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2022/08/Faculty-Salary-2022-2023.pdf) can be found on the Rio Hondo College website at <https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2022/08/Faculty-Salary-2022-2023.pdf>.

### Salary Schedule Placement

*Placement on the salary schedule may be determined either by academic or occupational background. Such placement shall include both column and step.*

*If a new unit member qualifies for placement on both academic and occupational experience, the placement shall be made based on whichever results in higher placement.*

*New employees shall be notified in writing that it is the individual employee's responsibility to have transcripts, degrees, and written verification of experience sent to the District for appropriate salary schedule placement. Any objection to salary schedule placement by the District must be made prior to the beginning of the second semester of employment. Objections filed subsequently to said period shall be addressed in the ensuing academic year.*

*Those units which the granting institution designates in writing to be graduate units shall be accepted.*

*Unit members who are hired effective subsequent to the date of signing of this Agreement shall be given credit of one (1) step for:*

- .2.8.1 Each year of full-time experience, or equivalent, which required a credential prior to 7/1/90.*
- .2.8.2 Each year of full-time instructional experience, or equivalent, which was performed after meeting the minimum hiring qualifications for teaching in a California community college after 7/1/90.*
- .2.8.3 Each year of full-time experience, or equivalent, which would have required a credential if performed at Rio Hondo Community College prior to 7/1/90, even if such experience did not require a credential where performed.*
- .2.8.4 Each three (3) years of full-time related occupational experience is equal to one (1) step on the salary schedule. Unit members may be placed no higher than Step 8 on the salary schedule. Exceptions to exceed the maximum placements above shall be at the discretion of the District.*

[\(Rio Hondo College Faculty Association Collective Bargaining Agreement \[RHCFA CBA 2022-2025\], page 7\).](#)

## Days and Hours of Service

### *As stated in the RHCFA CBA (Collective Bargaining Agreement):*

Full-time unit members shall be available for assignment each day of the school year and shall be required to perform professional services in accordance with the following schedule:

| <u>Contract Length</u> | <u>Days of Service</u> |
|------------------------|------------------------|
| 10.0 months            | 175 days               |
| 10.5 months            | 190 days               |
| 11.0 months            | 200 days               |
| 11.5 months            | 210 days               |
| 12.0 months            | 220 days               |

Full-time unit members shall be available for assignments five (5) days per week although teaching assignments may be less than five (5) days per week. Full-time unit members shall work forty-three, point seventy-five (43.75) hours per week to perform those tasks related to their assignments. Said tasks shall include:

- Classroom preparation and instruction; the District shall make a reasonable effort to limit a unit member's assignment to no more than three (3) preparations, excluding labs. Non-instructional unit members shall perform those duties and responsibilities as identified in the job description.
- Meeting with students during posted office hours.
- Maintaining accurate grade and attendance records of students.
- Preparing and submitting proper reports including submitting copies of syllabi to division deans for each course being taught.
- Attending scheduled faculty and division/area meetings.
- In addition, unit members shall select other tasks as part of the workweek including but not limited to the following:
  - The development, implementation, and evaluation of the instructional program, i.e., selection of textbooks, course and curriculum revisions, use of appropriate instructional techniques, budget preparation, and teaching assignments.
  - The advisement of students in course selection, academic achievement, and career planning within the unit member's discipline.
  - Participation in the selection of academic and classified staff.

- Participation in college and division/area committees.
- Participation in staff development programs, advanced study or related work experience, and attendance at conferences.
- Participation in the active recruitment of students.
- Performance of college-related services in the community.
- Articulation with high schools and transfer institutions (may include visitations).
- Providing job placements for students.
- Participation on advisory committees.
- Participation in co-curricular activities on and off campus.
- Participation in the accreditation process.
- Participation as a speaker in the community.
- Assisting in the planning of facilities.

Such other tasks shall be selected in writing with a copy submitted to the Division Dean prior to the start of each semester.

The forty-three, point seventy-five (43.75) hour work week shall be exclusive of overload and special contract assignments. The work week of full-time unit members with less than a 100% load shall be prorated in proportion to the load.

### Rates of Pay

A unit member designated “full-time” (a unit member whose load is more than 67%) shall be paid on a pro rata basis in accordance with his/her appropriate placement on the Faculty Salary Schedule.

A unit member designated "part-time instructional" (a unit member whose load is not more than 67%) shall be paid in accordance with his/her appropriate placement on the salary schedule subject to the following formula:

$$\text{Annual ten-month salary} \times \text{Part-time Factor (PTF, .60)} \times .5 \times \text{percent semester load} = \text{semester salary}$$

[\(Rio Hondo College Faculty Association Collective Bargaining Agreement \[RHCFA CBA 2022-2025\], page 8\)](#).

### Hours Per Year

Hours for Fall 17 ½ weeks shall be designated in accordance with the following:

|          | <u>Hours/<br/>Week</u> |   | <u>Weeks/<br/>Year</u> | <u>Hours/<br/>Year</u> |
|----------|------------------------|---|------------------------|------------------------|
| Lectures | 15                     | x | 35                     | 525                    |
| LAB      | 21                     | x | 35                     | 735                    |

Hours for Fall 16 weeks shall be designated in accordance with the following:

|          | <u>Hours/<br/>Week</u> |   | <u>Weeks/<br/>Year</u> | <u>Hours/<br/>Year</u> |
|----------|------------------------|---|------------------------|------------------------|
| Lectures | 16.41                  | x | 32                     | 525                    |
| LAB      | 22.97                  | x | 32                     | 735                    |

For the purpose of determining lecture and lab, load hours are defined as a "class hour" of 50 minutes.

#### Overload, Summer School, Part Time and Weekend Assignments

Overload, summer school, part-time and weekend assignments shall be subject to mutual agreement of the unit member and the District. Mutual agreement between the unit member and the District shall be indicated by the signing of a schedule reflecting tentative approval of the overload, summer school, part time or weekend assignments. Overload, summer school, part-time and weekend assignments shall be distributed according to such criteria as, but not limited to longevity, areas of specialization, rotation, prior satisfactory District service, availability of instructors, and in accordance with division/area developed procedures as approved by the District. Such assignments shall include but not be limited to additional classes, adult education, mini courses, community services, and directed studies.

Fall and Spring overload assignments shall not exceed 40% of a normal load except as approved by the District. Summer assignments shall be governed by Article 24.3.4. The maximum load for Summer shall be 80% except as approved by the District.

[\(Rio Hondo College Faculty Association Collective Bargaining Agreement \[RHCFA CBA 2022-2025\], page 20\).](#)

## Payroll Schedule

The most recently-published Payroll Schedule (2021-2022) may be found on page 119 of the Rio Hondo College Faculty Handbook ([https://view.flipdocs.com/?ID=10006268\\_628239](https://view.flipdocs.com/?ID=10006268_628239)).

The Payroll Schedule shows the regular pay days of Full-Time Instructors, and the pay days and corresponding pay periods for Part-Time Instructors and Overload Pay for the Fall and Spring semester.

## **PERFORMANCE EVALUATION**

At Rio Hondo College, performance evaluations of faculty members are conducted as follows:

### Tenured Faculty Members

Peer evaluation by members of a peer review committee, unless an administrative evaluation is requested by the faculty member. ([Rio Hondo College Faculty Handbook, p.128](#)).

#### **Peer Review:**

Peer review is a technique for evaluating the quality of a unit member's performance, using full-time regular unit members to evaluate other unit members and to provide suggestions for professional development by giving feedback to one's colleagues. ([Collective Bargaining Agreement article 9.1.9, p.130](#)).

### Non-Tenured and Adjunct Faculty Members

Administrative evaluation by a dean.

#### **Faculty Evaluation Chart (detailed description of fields immediately following):**

| 1 <sup>st</sup> Contract Year                     | 2 <sup>nd</sup> Contract Year                     | 3 <sup>rd</sup> Contract Year                    | 4 <sup>th</sup> Contract Year                    |
|---|---|--|--|
| <b>Fall Semester</b>                              | <b>Fall Semester</b>                              | <b>Fall Semester</b>                             | <b>Fall Semester</b>                             |
| Administrative Evaluation<br>(2 classroom visits) | Administrative Evaluation<br>(2 classroom visits) | Administrative Evaluation<br>(1 classroom visit) | Administrative Evaluation<br>(1 classroom visit) |
| Peer Evaluation                                   | Peer Evaluation                                   | Peer Evaluation                                  | Peer Evaluation                                  |
|   |   |  |  |
| <b>Spring Semester</b>                            | <b>Spring Semester</b>                            | <b>Spring Semester</b>                           | <b>Spring Semester</b>                           |
| Administrative Evaluation<br>(1 classroom visit)  | Administrative Evaluation<br>(1 classroom visit)  | No Evaluation due in the Spring                  | No Evaluation due in the Spring                  |

#### CHART DESCRIPTION:

##### Column 1

Row 1 – 1<sup>st</sup> Contract Year

- Row 2 – Fall Semester
- Row 3 – Administrative Evaluation (2 classroom visits)
- Row 4 – Peer Evaluation
- Row 5 – [BLANK]
- Row 6 – Spring Semester
- Row 7 – Administrative Evaluation (1 classroom visit)

**Column 2**

- Row 1 – 2<sup>nd</sup> Contract Year
- Row 2 – Fall Semester
- Row 3 – Administrative Evaluation (2 classroom visits)
- Row 4 – Peer Evaluation
- Row 5 – [BLANK]
- Row 6 – Spring Semester
- Row 7 – Administrative Evaluation (1 classroom visit)

**Column 3**

- Row 1 – 3<sup>rd</sup> Contract Year
- Row 2 – Fall Semester
- Row 3 – Administrative Evaluation (1 classroom visit)
- Row 4 – Peer Evaluation
- Row 5 – [BLANK]
- Row 6 – Spring Semester
- Row 7 – No Evaluation due in the Spring

**Column 4**

- Row 1 – 4<sup>th</sup> Contract Year
- Row 2 – Fall Semester
- Row 3 – Administrative Evaluation (1 classroom visit)
- Row 4 – Peer Evaluation
- Row 5 – [BLANK]
- Row 6 – Spring Semester
- Row 7 – No Evaluation due in the Spring

**Disclaimer:**

**Full-Time Faculty hired in Spring – Shall do Administrative Evaluation (1 visit) and Peer Evaluation in the Spring Semester.**

**Initial Meeting:**

The initial meeting is the first meeting between the authorized evaluator(s) and the unit member during the academic year. The authorized evaluator(s) shall review the faculty handbook and the evaluation procedures. During this initial meeting, evaluation visitations will be arranged. ([Collective Bargaining Agreement article 9.1.2, p.41](#)).

Authorized evaluators can include a division dean, an immediate administrator (if not a division dean), an appropriate dean, an appropriate vice-president of the discipline(s), and members of the peer review committee.

Unit members are categorized as full-time regular unit members, or part-time instructional unit members, as defined in [section 9.1.10 of the CBA](#).

**Evaluation Visitation:**

Evaluation visitations for unit members whose primary responsibility is classroom teaching will be classroom visitations. ([Collective Bargaining Agreement article 9.1.2, p.41](#)).

**Evaluation Conference:**

Evaluation visitations will be followed by an evaluation conference to discuss the observations made by the evaluator(s) and other relevant evaluation information. During the evaluation conference, the authorized evaluator(s) shall review with the unit member those areas where the unit member has been deemed satisfactory as well as specific suggestions for improvement, if any. ([Collective Bargaining Agreement article 9.1.2, p.41](#)).

**Student Instructional Survey Report:**

A student instructional survey report is based upon questionnaires given to students in order to assess the unit member's work. ([Collective Bargaining Agreement article 9.1.2, p.43](#)).

**Evaluation Summary Meeting:**

At the evaluation summary meeting, the unit member shall be provided the complete evaluation consisting of: (1) the unit member's formal Evaluation Report and (2) the analysis of Student Instructional Surveys from the authorized evaluator. At the conclusion of the Evaluation Summary Meeting, the authorized evaluator(s) shall indicate both orally and on the appropriate form whether the unit member is deemed overall satisfactory, unsatisfactory, or satisfactory with a professional development plan. The unit member shall sign the formal evaluation report as an indication of its receipt. ([Collective Bargaining Agreement article 9.1.2, p.41-42](#)).

**Professional Development Plan:**

A professional development plan is a written document that describes how a unit member shall improve his or her work performance. ([Collective Bargaining Agreement article 9.1.2, p.42](#)).

## **CONCLUDING YOUR CLASSES**

Once your course is completed, you are required to enter student grades and submit student Outcomes data within five (5) business days after the last day of the semester/term. Business days do not include Saturdays, Sundays, or holidays for the purpose of grade submission. This information can be found on page 23 of the [Collective Bargaining Agreement](#).

### **GRADE REPORTING**

Faculty are required to keep all grade records for a minimum of one year.

Final grades must be submitted by the announced Admissions and Records deadline, which is shortly after the end of each term.

To submit grades on AccessRio, follow these steps:

- Log into your AccessRIO account.
- Click on the 'Faculty' tab.
- Click on 'Final Grades' in the 'Manage My Courses' section.
- On the 'Select Term' page that appears, select the desired term, as shown in the following illustration, and then click "Submit".



# Welcome to



**Personal Information** Student Financial Aid Faculty Services Employee

Search

## Select Term

Select a Term:

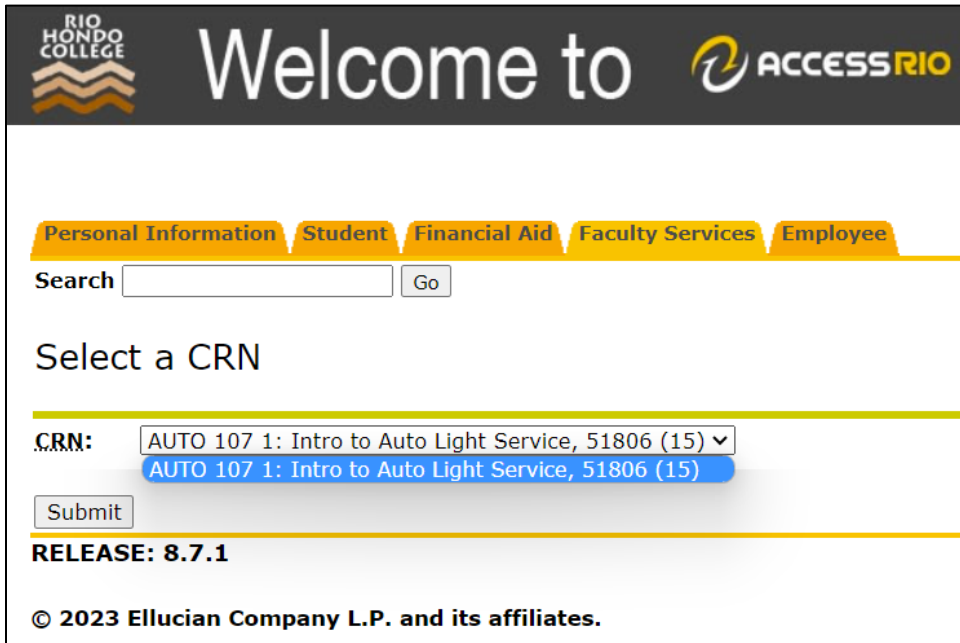
RELEASE: 8.7.1

© 2023 Ellucian

- Fall 2023
- Fall 2023
- Summer 2023
- Spring 2023
- Winter 2023
- Fall 2022
- Summer 2022
- Spring 2022
- Fall 2021
- Summer 2021
- Spring 2021
- Fall 2020
- Summer 2020
- Spring 2020 (COVID-19)
- Fall 2019
- Summer 2019
- Spring 2019
- Fall 2018
- Summer 2018
- Spring 2018
- Fall 2017

liates.

- Choose the CRN of the course from the dropdown menu in the window that appears.



**Welcome to ACCESSRIO**

Personal Information Student Financial Aid Faculty Services Employee

Search  Go

Select a CRN

CRN:

Submit

RELEASE: 8.7.1

© 2023 Ellucian Company L.P. and its affiliates.

As shown below, select the appropriate grade and last date of attendance for each student from the dropdown menu.

| Record Number | Student Name | ID        | Credits | Registration Status                                   | Grade | Rolled | Last Attend Date<br>MM/DD/YYYY | Attend Hours | Registration Number |
|---------------|--------------|-----------|---------|---|-------|--------|--------------------------------|--------------|---------------------|
| 1             | [blurred]    | [blurred] | 3.000   | ***REGISTERED***<br>Mar 06, 2023                      | A     | N      | 07/27/2023                     | None         | 1                   |
| 2             | [blurred]    | [blurred] | 3.000   | ***REGISTERED***<br>Apr 03, 2023                      | B     | N      | 07/27/2023                     | None         | 11                  |
| 3             | [blurred]    | [blurred] | 0.000   | Admin Drop with Refund Not Gradable N<br>Jun 12, 2023 |       | N      | 07/27/2023                     | None         | 20                  |
| 4             | [blurred]    | [blurred] | 0.000   | Admin Drop with Refund Not Gradable N<br>Jun 12, 2023 |       | N      | 06/20/2023                     | None         | 2                   |
| 5             | [blurred]    | [blurred] | 0.000   | Admin Drop with Refund Not Gradable N<br>Jun 12, 2023 |       | N      | 06/20/2023                     | None         | 9                   |
| 6             | [blurred]    | [blurred] | 0.000   | Admin Drop with Refund Not Gradable N<br>Jun 12, 2023 |       | N      | 06/20/2023                     | None         | 13                  |
| 7             | [blurred]    | [blurred] | 3.000   | ***REGISTERED***<br>Mar 16, 2023                      | A     | N      | 07/27/2023                     | None         | 6                   |
| 8             | [blurred]    | [blurred] | 3.000   | ***REGISTERED***<br>Mar 15, 2023                      | B     | N      | 07/27/2023                     | None         | 5                   |
| 9             | [blurred]    | [blurred] | 3.000   | ***REGISTERED***<br>Mar 15, 2023                      | None  | N      |                                | None         | 4                   |
| 10            | [blurred]    | [blurred] | 3.000   | ***REGISTERED***<br>May 22, 2023                      | A     | N      |                                | None         | 21                  |
| 11            | [blurred]    | [blurred] | 3.000   | ***REGISTERED***<br>Mar 21, 2023                      | B     | N      |                                | None         | 8                   |
| 12            | [blurred]    | [blurred] | 3.000   | ***REGISTERED***<br>Mar 10, 2023                      | None  | N      |                                | None         | 3                   |
| 13            | [blurred]    | [blurred] | 0.000   | Admin Drop with Refund Not Gradable N<br>Jun 12, 2023 |       | N      |                                | None         | 12                  |
| 14            | [blurred]    | [blurred] | 3.000   | ***REGISTERED***<br>Apr 11, 2023                      | None  | N      |                                | None         | 15                  |
| 15            | [blurred]    | [blurred] | 3.000   | ***REGISTERED***<br>Mar 22, 2023                      | None  | N      |                                | None         | 10                  |

For each class, an accurate record of student attendance should be accurately maintained. The attendance sheet is legal document and may be subpoenaed in court. Each instructor may vary his/her record-keeping procedures to individual preference. However, each record of attendance should show the date a student “adds” or “withdraws”. ([Rio Hondo College Faculty Handbook](#)).

**NOTE:** if there is more than one page of student records, you will need to click the “Next” button to access the remaining student names.

It is important that you click ‘Submit’ often to save your work, especially before going to the next page. You can only make changes as long as the dropdown menu is still available for submitting grades.

## OUTCOMES REPORTING

*(Rio Hondo) College is accredited by the Western Association of Schools and Colleges (WASC) through the Accrediting Commission of Community and Junior Colleges (ACCJC). As part of the college accreditation process, all courses and programs must have Student Learning Outcomes (SLOs) identified and regularly assessed. The (Student Learning Outcomes) assessment process helps faculty members evaluate the knowledge and skills acquired by students through their participation in a course or academic program.*

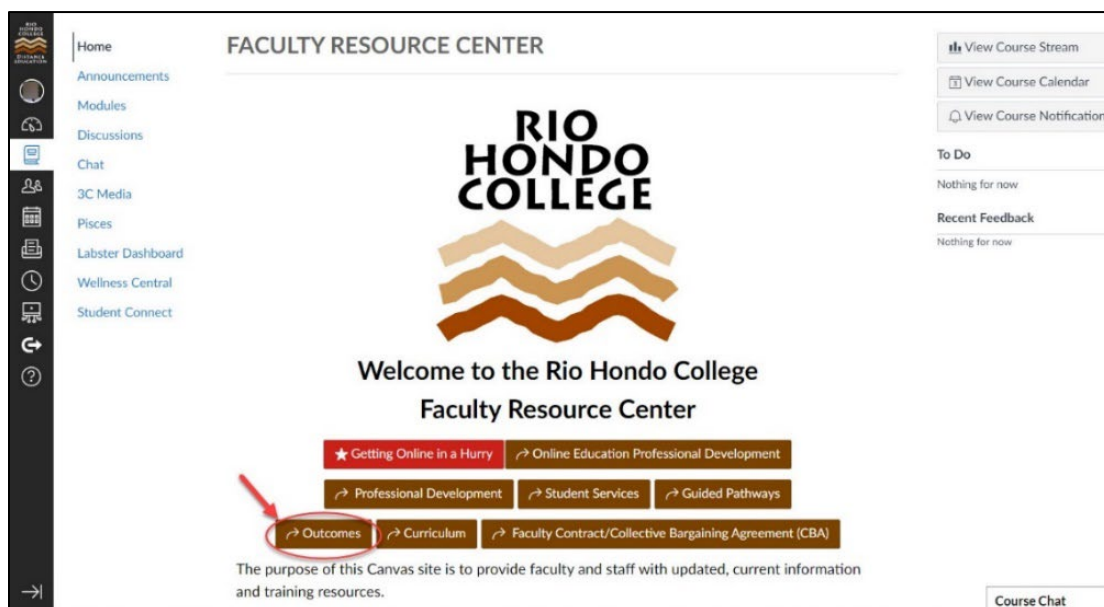
*(Outcomes) have been identified for each course at Rio Hondo and are currently maintained online in our (Taskstream) software. For all full-time and adjunct faculty members: SLOs for all courses you teach must be listed on your syllabus. All faculty members are required to participate in the assessment of SLOs. ([Rio Hondo College Faculty Handbook](#)).*

### Outcomes Training and Resources

Information on how to create, map, assess, and input outcomes data can be found online and in-person as follows:

#### **Online Resources:**

As a faculty member, you will have access to the “Faculty Resource Center” Canvas shell, which contains an entire section devoted to “Outcomes”.



Clicking the “Outcomes” link will lead you to the following sections:

- Crafting Quality Outcomes Statements
- Editing Outcomes Statements in Taskstream
- Close the Loop (CTL) & Course Outcomes Assessment Timeline (COAT)
- Taskstream Guides for Course-Level Outcomes
- Videos
- Utilizing Canvas to Gather Outcomes Data
- Additional Outcomes Topics (Recordings)
- Hacks of the Week
- Program (PLOs) & Institutional Outcomes (ILOs)
- Additional Resources

You are encouraged to take advantage of these resources and utilize the available information as it fits your needs.

The Instructional Outcomes website for Rio Hondo College is another resource that contains a wealth of information under the following headings:

- Home page
- Introduction page
  - What are Outcomes?
  - Institutional-Level Outcomes
  - Program-Level Outcomes
  - Course-Level Outcomes
  - Are Outcomes a Part of Accreditation?
  - What is the Connection to Guided Pathways
  - What is Outcomes Assessment?
- Process, Deadlines, Responsibilities
  - Creating, Editing, Mapping Outcomes
  - Reporting Course-Level Outcomes Data
  - Dialoging
  - Planning
- FAQ page
- Training & Support page

**In-Person Resources:**

If you need more help, contact one of the following:

**Outcomes Committee Chair/Coordinator**

Sean Hughes

[SHughes@riohondo.edu](mailto:SHughes@riohondo.edu)

**CTE Outcomes Committee Representatives**

Michael Dighera

[mdighera@riohondo.edu](mailto:mdighera@riohondo.edu)

Jose Millan

[JMillan@riohondo.edu](mailto:JMillan@riohondo.edu)

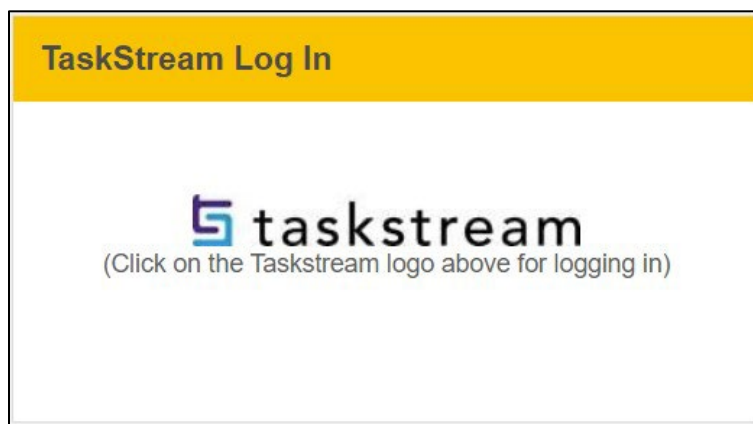
## Entering Outcomes Data

At the end of each term, you are required to enter Outcomes data for your course(s). Outcomes data consists of the “Measures” that an instructor uses to assess each of the course Outcomes, and the actual numbers of students who either met – or did not meet – the minimum criteria to successfully achieve the desired Outcome.

### **Using Taskstream to enter Measures and Findings:**

When you are assigned to teach a course at Rio Hondo College, you will have access to *Taskstream* software available via the “Faculty” tab in AccessRIO.

- Once you have clicked on the “Faculty” tab, click on the Taskstream logo in the Taskstream Log In box to log in, as shown below. Your login credentials are the same as your Rio Hondo email account.



**\*If you need access to *Taskstream* please contact the [IT Help Desk](mailto:helpdesk@riohondo.edu) at [helpdesk.riohondo.edu/portal](https://helpdesk.riohondo.edu/portal) and put “Taskstream” in the subject line.**

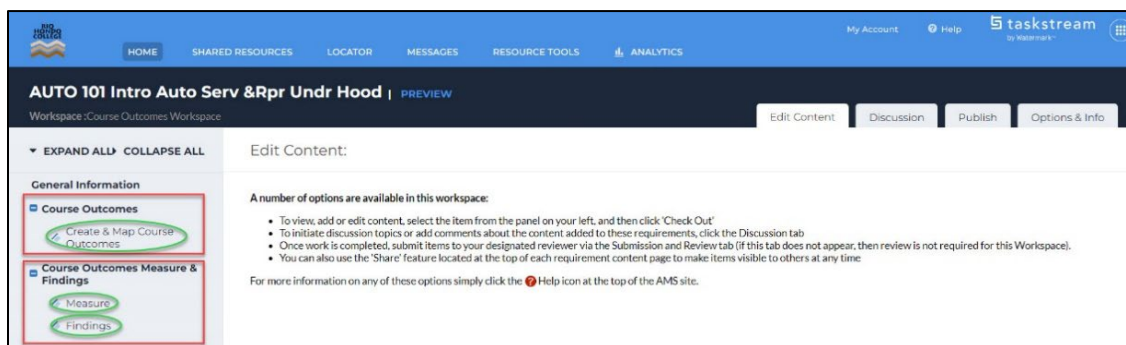
Once logged in, you should see something similar to the following screen:

Scroll down to the course that you are teaching and click on “Course Outcomes Workspace”, as shown in the following illustration.



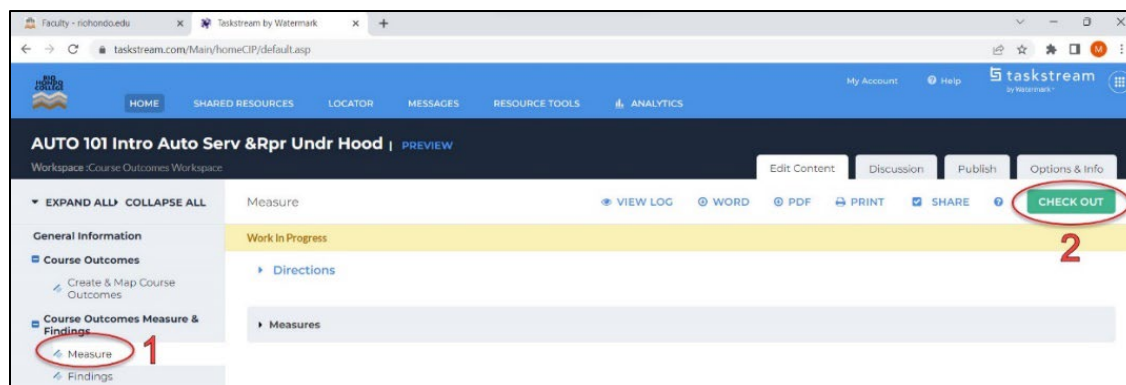
At this point, we have the following options available:

- **View** existing Course Outcomes by clicking “Course Outcomes” > “Create and Map Course Outcomes”.  
**NOTE: Only designated individuals should create, edit, and/or map outcomes.**
- Click “Course Outcomes Measure & Findings” to view one of the following:
  1. Measure
  2. Findings

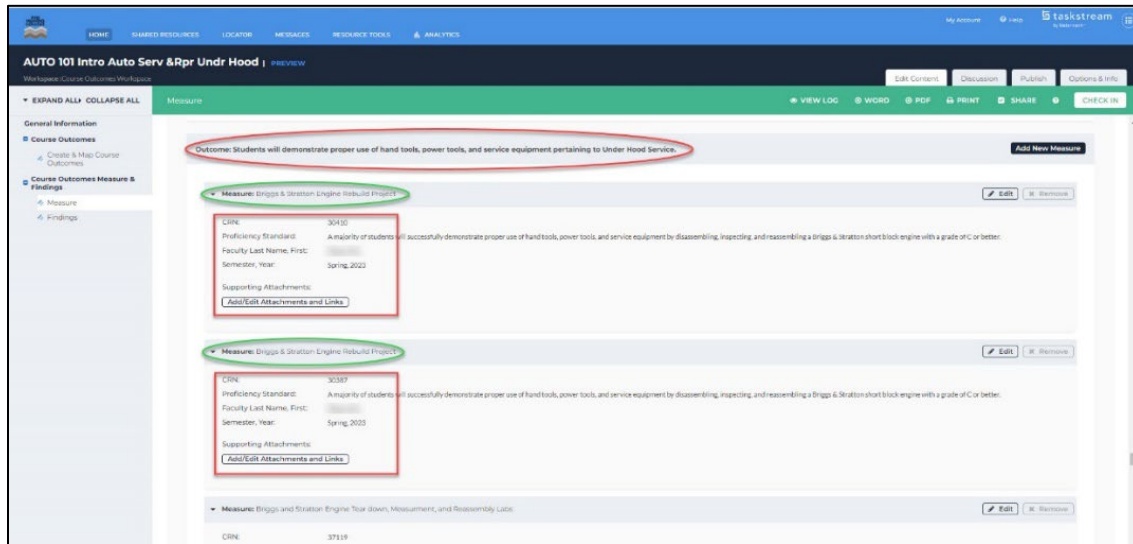


### Create and Enter Measures for a Course

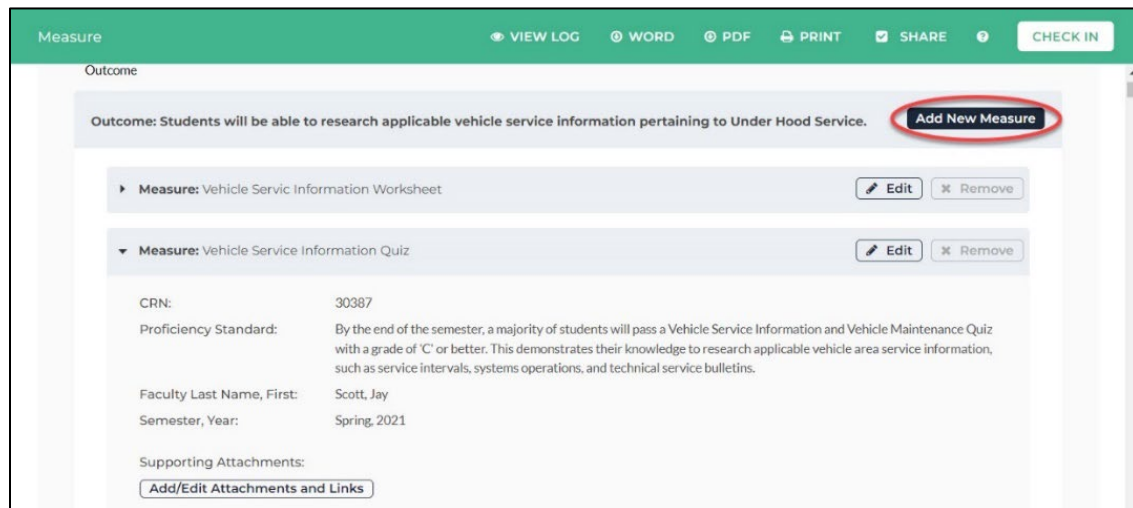
- 1) Click “Measure”.
- 2) Click the green “CHECK OUT” button to check out the “Measures” workspace, just as you would “check out” a book from the library.



As you scroll down the page you will see the headings for each “Outcome”, along with the “Measure” that has been entered by each instructor for every occurrence (CRN/Semester) of the course.



3) To add a “Measure” for a particular “Outcome”, click the “Add New Measure” button to the right of the desired “Outcome.”



4) Enter pertinent information into the fields that appear:

- **Measure Title (required)**

This is the assignment(s) or task(s) you have decided to use to measure student competency for the Outcome.

*It is recommended that all instructors of a particular course use the same 'Measure' for each Outcome to maintain consistency.*

- **CRN**

Course CRN number.

- **Proficiency Standard**

This is the criteria you have chosen for students to show proficiency in successfully meeting the Measure for the Outcome.

*Example: 80% of all students in the class will answer 7 of the 10 quiz questions correctly.*

- **Faculty Last Name, First**

Name of the reporting faculty member.

- **Semester, Year**

Semester (Fall/Spring), and year for which Outcomes are being reported.

When finished, click “APPLY CHANGES”.

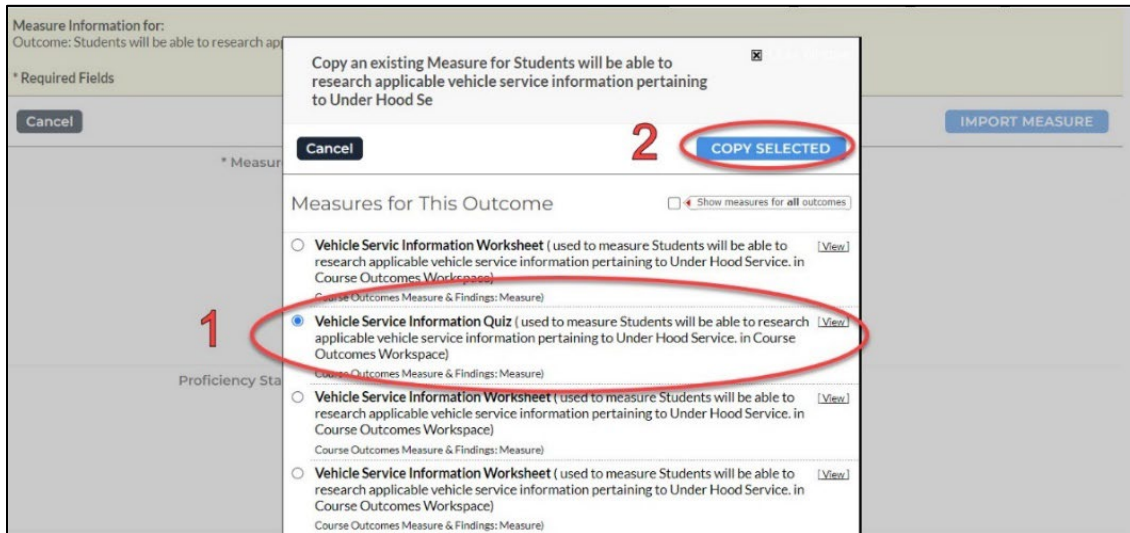
A screenshot of a web form. The top section is labeled "Faculty Last Name, First:" and contains a text input field with the value "Teacher, Some". The bottom section is labeled "Semester, Year:" and contains a text input field with the value "Fall, 2023". At the bottom of the form are three buttons: "Check Spelling", "Cancel", and "APPLY CHANGES". The "APPLY CHANGES" button is circled in red, and a red arrow points to it from the right.

### Copy an Existing Measure

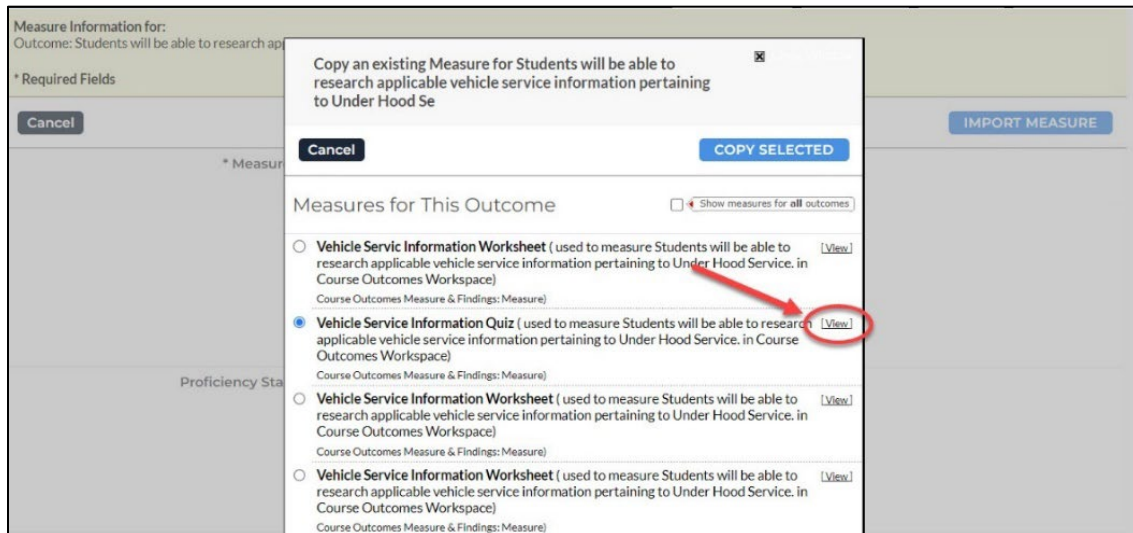
- 1) Click “Add New Measure” (as in Step 3 above).
- 2) Click the blue “IMPORT MEASURE” button at the top right.

A screenshot of a web form. The top right corner features a blue button labeled "IMPORT MEASURE", which is circled in red. A red arrow points from the bottom right towards this button. The form has three main sections: "Measure Title:" with a text input field, "CRN:" with a text input field, and "Proficiency Standard:" with a text input field.

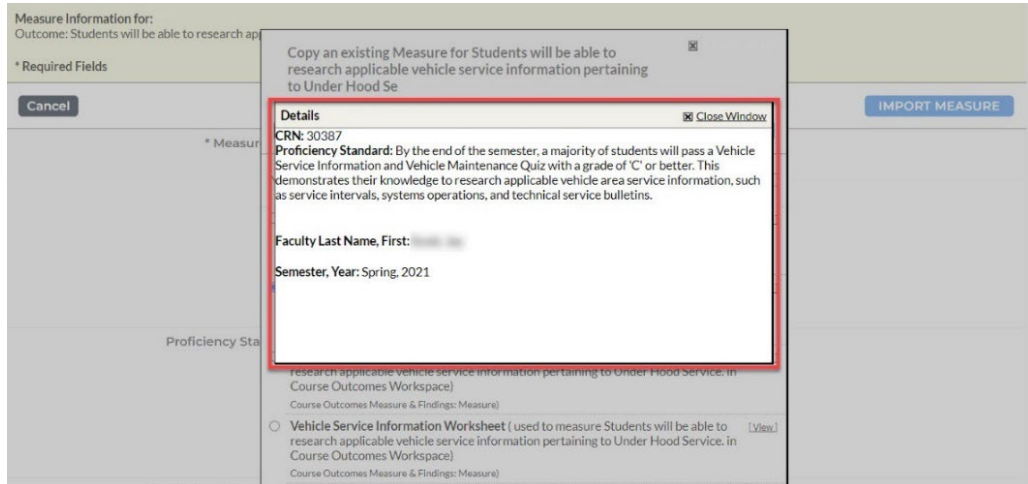
3) Select one of the existing Measures from the list that appears, and then click “COPY SELECTED”.



To VIEW pre-existing Measures before copying, click the “View” button to the right of the Measure:



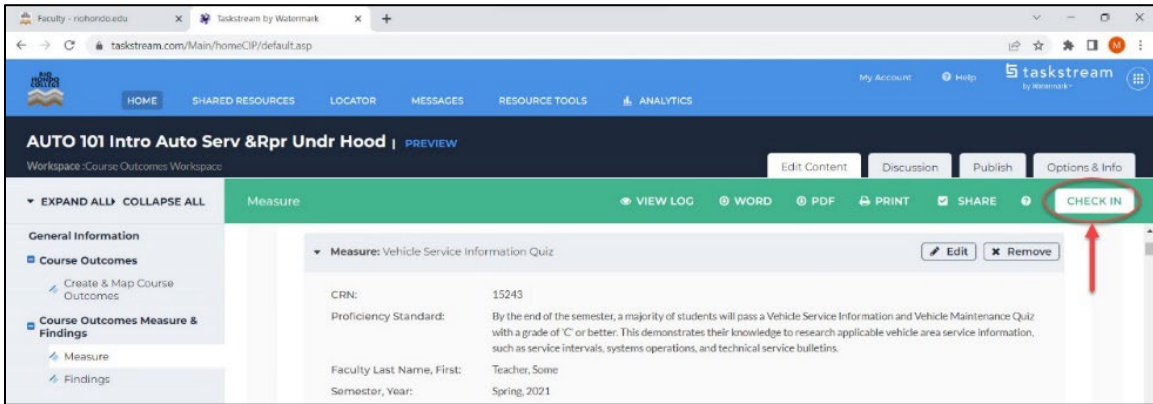
A box containing the existing “Measure” will appear as shown below:



4) Edit information as needed, and click “APPLY CHANGES”.

|  |   |
|--|---|
| * Measure Title:   | Vehicle Service Information Quiz  |
| CRN:   | 30387 <b>1.</b><br><b>Edit CRN if needed</b>  |
| Proficiency Standard:                                    | By the end of the semester, a majority of students will pass a Vehicle Service Information and Vehicle Maintenance Quiz with a grade of 'C' or better. This demonstrates their knowledge to research applicable vehicle area service information, such as service intervals, systems operations, and technical service bulletins. <b>2.</b> |
| Faculty Last Name, First:                                | <b>Edit faculty name</b> <b>3.</b>  |
| Semester, Year:  | Spring, 2021 <b>Enter current semester</b> <b>4.</b>  |
| <b>Check Spelling</b> <b>Cancel</b> <b>APPLY CHANGES</b> |   |

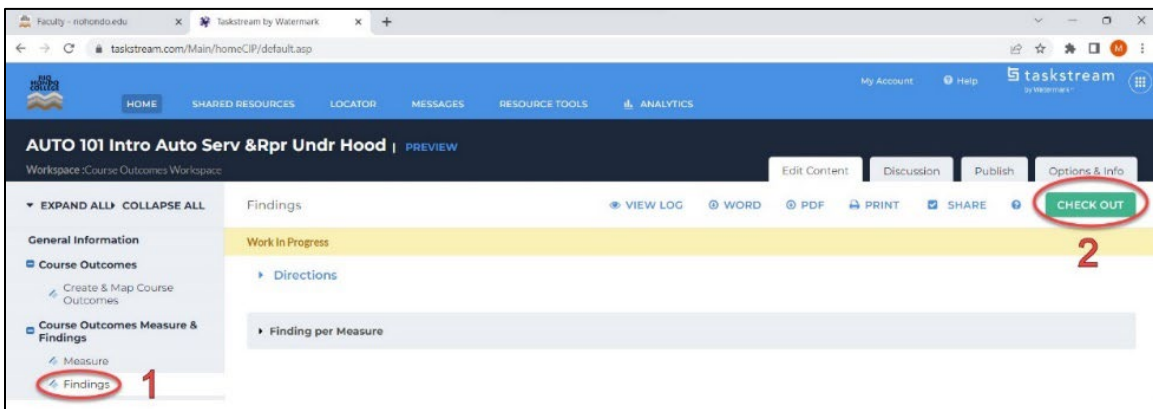
- 5) Once finished entering new measures, or copying existing measures, click the green “CHECK IN” button before exiting the “Measures” workspace.



### Enter Findings

- 1) Click “Findings”.
- 2) Click the green “CHECK OUT” button.

You will be “checking out” the “Findings” workspace, just as you would “check out” a book from the library.



As you scroll down the page you will see the headings for each “Outcome”, along with the “Findings” that have been entered by each instructor for every occurrence (CRN/Semester) of the course.

The screenshot shows a 'Findings' page with two measures. The first measure is for CRN 15243, with a proficiency standard: 'By the end of the semester, a majority of students will pass a Vehicle Service Information and Vehicle Maintenance Quiz with a grade of 'C' or better, as service intervals, systems operations, and technical service bulletins.' The faculty is Teacher, Some, and the semester is Spring, 2021. The findings section for this measure is empty, with the text 'No Findings Added'. A red box highlights this section, and a red arrow points to it from a callout bubble that says 'New measure with no findings entered yet.' The second measure is for CRN 30387, with the same proficiency standard. The findings section for this measure contains a table with the following data:

|                          |  |
|--------------------------|--|
| Summary of Findings:     | A majority of students were able to meet or exceed the standard for this measure |
| Results:                 | Class Proficiency Status: Met  |
| Students Proficient:     | 20   |
| Students Not Proficient: | 4  |

A red box highlights this table, and a red arrow points to it from a callout bubble that says 'Existing findings for a previous semester'. At the bottom of the page, there is a button labeled 'Add/Edit Attachments and Links'.

3) Find the measure that you created, and click the “Add Findings” button.

The screenshot shows the 'Findings' page for a new measure, CRN 15243, with the same proficiency standard as the previous measure. The findings section is empty, with the text 'No Findings Added'. A red box highlights the 'Add Findings' button at the bottom right of the findings section.

- 4) Enter data into the fields provided, select the radio button that indicates whether the proficiency standard for the Measure was “Not Met”, “Met”, or “Exceeded”, and then click “SUBMIT”.

\* Summary of Findings: 80% of students got 7 of 10 quiz questions correct, thereby meeting the proficiency standard for this measure.

Students Proficient: 16

Students Not Proficient: 4

Class Proficiency Status: By the end of the semester, a majority of students will pass a Vehicle Service Information as service intervals, systems operations, and technical service bulletins.  
 Not Met  Met  Exceeded

Cancel Check Spelling SUBMIT

- 5) Once finished entering “Findings” for all “Measures”, click the green “CHECK IN” button before exiting the “Findings” workspace.

Findings

VIEW LOG WORD PDF PRINT SHARE CHECK IN

Measure: Vehicle Service Information Quiz

CRN: 15243  
Proficiency Standard: By the end of the semester, a majority of students will pass a Vehicle Service Information and Vehicle Maintenance Quiz with a grade of 'C' or better. This demonstrates their knowledge to research applicable vehicle area service information, such as service intervals, systems operations, and technical service bulletins.  
Faculty Last Name, First: Teacher, Some  
Semester, Year: Spring, 2021  
Supporting Attachments:

Findings for Vehicle Service Information Quiz [Edit] [Remove]

Summary of Findings: 80% of students got 7 of 10 quiz questions correct, thereby meeting the proficiency standard for this measure.  
Results: Class Proficiency Status: Met  
Students Proficient: 16  
Students Not Proficient: 4  
Substantiating Evidence:  
[Add/Edit Attachments and Links]

**APPENDIX A**  
*Personnel Directory*

# APPENDIX A

*(Continued)*

# APPENDIX B

## AUTO SHOP LABS:

Many courses offered in the area of Automotive Technology require a specified number of Lab hours, in addition to the required number of Lecture hours. The number of hours allotted for each can be found in the course description in the [College Catalog](https://www.riohondo.edu/college-catalog/) (<https://www.riohondo.edu/college-catalog/>).

It is the responsibility of each instructor to plan, prepare for, set up, conduct, conclude, and evaluate Lab activities for the classes that they teach. There are various resources that you may use to design or implement existing Lab exercises and Job Sheets.

### Instructor Resources

It is the responsibility of each instructor to plan, prepare for, set up, conduct, conclude, and evaluate Lab activities for the classes that they teach. There are various resources that you may use to design or implement existing Lab exercises and Job Sheets.

### **ASE Education Foundation (formerly NATEF)**

Every five (5) years, the Automotive Technology Program at Rio Hondo College is evaluated and accredited by the non-profit ASE Education Foundation to ensure that the program meets the requirements of the industry's instructional standards.

The '[Resources](#)' page at [www.aseeducationfoundation.org](http://www.aseeducationfoundation.org) hosts a library of helpful documents, organized by category for ease of browsing. Some of the links that can be found on the page are:

- New Instructor Resources
  - New Instructor Guide PDF
  - New Instructor Guide Website
    - Resources
      - Readiness Toolbox (download lesson content)
- Industry Provided Resources
  - Webinar Calendar – Weekly Technical Training
  - Webinar Calendar – Professional Development
  - ACDelco Training
  - E-Learning Resources

### **Other Instructors**

Other Automotive instructors are a great resource. Most are willing to share information and resources that they have gathered over time spent with students in the classroom and in the shop.

## Textbook Publishers

Publishers of textbooks for Automotive Technology typically offer “Workbooks” and “Shop Manuals” to supplement their texts.

For example, at the time of this writing, Modern Automotive Technology (10<sup>th</sup> Edition) by James E. Duffy, Goodheart-Willcox Publications, is the textbook used for the “core” classes that earn students of Automotive Technology their first certificate (General Service Technician). By contacting the Educational Consultant for Goodheart-Willcox, you can obtain access to your online “Bookshelf” that will contain resources similar to those shown in the following illustration:

The screenshot shows the 'G-W Online' website interface. At the top left is the logo 'G-W Online' and at the top right is a 'Log Out' link. Below the logo is a blue navigation bar with 'My Bookshelf' and 'My Account' links. The main content area is titled 'Modern Automotive Technology 10e, Online Instructor Resources Suite'. It displays seven items in a grid:

- Modern Automotive Technology 10e, Textbook
- Modern Automotive Technology 10e, Reflowable Textbook
- Modern Automotive Technology 10e, Premium Content
- Modern Automotive Technology 10e, Workbook
- Modern Automotive Technology 10e, Shop Manual
- Modern Automotive Technology 10e, Instructor Resources
- DVOM Simulations

Peter Martinovich

Educational Consultant

Goodheart-Willcox Publishers

[PMartinovich@g-w.com](mailto:PMartinovich@g-w.com)

(949) 395-7869

## Tools

Rio Hondo College possesses a comprehensive collection of hand tools, power tools, diagnostic tools, and other equipment needed to meet the needs of the program.

It is **HIGHLY RECOMMENDED** that instructors work with the tool room attendant to arrange for tools and equipment needed for Labs **AHEAD OF TIME**. **DO YOUR RESEARCH! Find out what is available BEFORE you need it.**

An email with a list of desired tools and vehicles can be sent the day before (or day of) a Lab session to give the tool room attendant an idea of what is needed.

**NOTE that students are required to bring their OWN tools in upper-level courses.**

Tool Room Attendants: Darrell (“Boyd”) Chirrick  
[DChirrick@riohondo.edu](mailto:DChirrick@riohondo.edu)

Aaron Vaughn  
[AVaughn@riohondo.edu](mailto:AVaughn@riohondo.edu)

### **Collections of items available for checkout**

The following items have been put together for instructor use, and may be checked out from the Tool Room:

**\*Items that correspond to [Job 2 - Shop Measurement](#) (click link for copy) from Goodheart-Willcox:**

- (10) unmarked feeler gauges
- (6) engine valves
- (6) valve spring shims
- (1) differential on a stand can usually be found in room T-144 for measuring ring gear runout, endplay, and gear backlash.

**\*A collection of (24) assorted fasteners (bolts):**

- (14) SAE fasteners
- (11) Metric fasteners
- (1) Answer Key (bolt class, size, diameter, and thread pitch)

### **Snap-On/nc3 Tools**

The following tools are available for checkout by any instructor. **However, if the instructor wishes to issue Certifications to eligible students from the National Coalition of Certification Centers (nc3, in partnership with Snap-on Tools), they must be signed up by the school administrator on [www.nc3certs.com](http://www.nc3certs.com) and, depending on the tools in question, either read through the curriculum and pass the same test the students will take, or attend a [Train-the-Trainer](#) event which may be found by going to the nc3 site at <https://www.nc3.net/training/>.**

- 525 Multimeter Certification
- Precision Measuring Instruments (PMI)
  - PMI 1 – Tape and Rule Measurement
  - PMI 2 – Slide Caliper Measurement
  - PMI 3 – Gage Measurement
  - PMI 4 – Angle Measurement
  - PMI 5 – Micrometer Measurement

- PMI 6 – Dial Gage Measurement
- Zeus Scanner and Lab Scope
  - Zeus Navigation and Scanner Operation Certification
  - Zeus Lab Scope Operation & Data Management Certification

### **Other Tools**

Though there are too many tools in inventory to list here, some tools worth mention are as follows:

- (12) Autel u-Scope single-channel shop scope.
- (6) Autel MaxiSys scan tool.
- (4) Laptops with Autoenginuity diagnostic software
- (2) C-VAC3 Coolant Service Machine
- (3) VAT-40 Load Testers
- (1) American Aimers Vision Pro-II Headlight Aimer
- (2) ATS Tools iGA5 Intelligent Gas Analyzer
- (2) Snap-on D-TAC Elite Battery System
- (1) Hunter Road Force Elite Wheel Balancer
- (1) Hunter TXC53 Tire Changer
- Several A/C machines

### Vehicles

Rio Hondo College maintains a fleet of (around 40) vehicles, many of which can be used by students to complete Lab exercises and Job Sheets.

Vehicles range from older (1986 Mercury Cougar) to newer (2016 Ford Fusion SE).

**It is HIGHLY RECOMMENDED that each instructor perform research to determine whether a particular vehicle has the features that are needed for particular Labs/Job Sheets.**

**It is ALSO recommended that you communicate with other instructors who are teaching during the same time frame, so as to avoid conflict with needing the same vehicle(s).**

#### **School Vehicles**

A current (at the time of writing) list of vehicles can be found at the following link:

[Vehicles List Updated with Features.pdf](#)

([https://riohondo0-my.sharepoint.com/personal/eolson\\_riohondo\\_edu1/\\_layouts/15/onedrive.aspx?id=%2Fpersonal%2Feolson%5Friohondo%5Fedu1%2FDocuments%2FVehicles%20List%5FUpdated%20with%20Features%2Epdf&parent=%2Fpersonal%2Feolson%5Friohondo%5Fedu1%2FDocuments&ga=1](https://riohondo0-my.sharepoint.com/personal/eolson_riohondo_edu1/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Feolson%5Friohondo%5Fedu1%2FDocuments%2FVehicles%20List%5FUpdated%20with%20Features%2Epdf&parent=%2Fpersonal%2Feolson%5Friohondo%5Fedu1%2FDocuments&ga=1)).

## **Student Vehicles**

Students may use their own vehicles to complete Lab tasks with the permission of their instructor.

The following requirements apply:

- Student(s) wishing to bring their own car into the shop area must sign and have on file for each semester a Rio Hondo College District Applied Technology Department Liability Release form, which can be obtained from the Tool Room Attendant in the Auto Shop.
- Student(s) must show current vehicle registration and proof of insurance.
- A Repair Order form must be posted and visible on the vehicle at all times while being worked on.

## Cleanup

Each instructor should have a “Cleanup Sheet” with assigned tasks for each student. The form can be of the instructor’s own design, with the main intent that the shop be left as clean (or cleaner) than the way it was found. Cleanup activities include (but are not limited to):

- Sweep floor (push brooms are hanging on the walls near the large bay doors)
- Mop floor (mops and buckets are next to the wash rack)
- Clean workbenches (whisk brooms and dustpans are hanging inside the large bay doors)
- Wipe down lifts (spray cleaner and shop towels are available from the tool room)
- Clean the solvent tank(s)
- Clean the sink(s) and backsplash (sponge is along back of large industrial sink)
- Empty trash cans (dumpsters are in faculty parking lot H)
- Clean bathroom sink and pick trash off the floor
- Wipe down door(s) to classroom, bathroom, and storage area(s)
- Clean drill press(es) and/or bench grinder as needed
- Set computers back to Desktop (close all programs)

# *NOTES*