



May 1, 2020

Notice To All Faculty:

On behalf of the District's DE Coordinators, we are excited to let you know about many upcoming DE/Canvas training opportunities! Successful completion of each DE/Canvas training course is worth 40 hours of Flex credit.

To Register for the Trainings:

- Select the training that you would like to participate in (the two classes being offered are *Introduction to Teaching with Canvas* and *Introduction to Online Teaching and Learning*)
 - **Note:** You must take *Introduction to Teaching with Canvas* **before** *Introduction to Online Teaching and Learning*
- To sign up for the training in the Vision Resource Center:
 - Go to <https://mycollege.laccd.edu/> and then click on "Vision Resource Center;" once you are in the Vision Resource Center, click on "Calendar"
OR
 - For *Introduction to Teaching with Canvas* (ITC), simply click [here](#)
 - For *Introduction to Online Teaching and Learning* (IOTL), simply click [here](#)
- Find the date the training starts, and click on the name of the training
- For the training you selected, click "Request" to sign up
- **If that training is full/has a waitlist** there are many, many training opportunities (several that start on the same date), so it is best to find a different training session that still has room.

Important Things to Know:

- Sign up now, because these trainings will fill up quickly.
- Because of the high demand, it is very important to participate in the training right away. By the end of the 3rd day, participants must participate in the introduction discussion or they will be dropped from the training.
- Please note that in the next set of training courses in the summer, there will be many more sections of *Introduction to Online Teaching and Learning*, which can only be taken after successful completion of *Introduction to Teaching with Canvas*.

If you are having any issues using the Vision Resource Center, please see this [LACCD User Guide](#).