

March 3, 2016

Dear Online/Hybrid LAMC Faculty:

As you are aware, LA Mission college is moving from Etudes to Canvas on June 1, 2016.

**To be able to teach an online or hybrid class starting Summer/Fall 2016, current or new online faculty are required to:**

- A) Demonstrate proficiency in Canvas, and
- B) Successfully migrate their course content from Etudes to Canvas on or before March 30, 2016.

We have had a number of “hands-on workshops” on campus during December, January, and February to assist our online faculty with the task of migrating content to Canvas. **Even if you have attended one or more of the workshops, you are still required to demonstrate your proficiency in Canvas.**

If you have received training and certification on Canvas from another institution, please forward a copy of the certificate to your Department Chair and David Jordan. If you have not completed the certification process, you may still do so by completing the Self-Paced Canvas Course online training. Please carefully follow the instructions below.

Deadlines for demonstrating proficiency and migrating content to Canvas:

1. On or before 3/30/16, all faculty teaching an online or hybrid class for Summer/Fall 2016 are required to **complete the Self- Paced Canvas Course** (see instructions/information/links and videos at <http://lamission.edu/de/proficiency>), print out the grades for the four-module quizzes in the Self -paced Canvas Course, and forward the document to your respective Department Chairs and to David Jordan. The link contains some useful videos on the migration tool.
2. On or before 3/30/16, all faculty teaching an online class or hybrid class for Summer/Fall 2016 are required to **complete the migration of Etudes content to Canvas for each online or hybrid class scheduled for Summer and/or Fall 2016**. Department Chairs, with assistance from the DE Committee, will review your Canvas course to verify that the content from your current Etudes course has been successfully migrated to canvas.

If you encounter difficulty in migrating your content after completing step1, you may make an appointment with Carlos Garcia to receive additional technical help. He may be reached at [garciaacr@lamission.edu](mailto:garciaacr@lamission.edu) or 818.364.7600 x4413. He may assist you in person or via WebEx or phone during the month of March. **Please note that Carlos is only available to assist those who have already undergone the online training.**

If you have any questions on the self-paced course, please contact the DE Coordinator, David Jordan, at 818-415-2015 or [jordandc@lamission.edu](mailto:jordandc@lamission.edu). In the next couple days, David will post a few videos on enrollment in the self-paced course and the completion of the quizzes and four modules on <http://lamission.edu/de/proficiency> in the next couple days.

Sincerely,

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