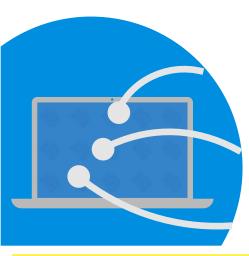# 2021 CAL Online Bulletin #1

Faculty Office Hours:

CAL Online Faculty Office hours are held via Zoom. Be sure to sign in to Zoom with your CSUSB email. Faculty can make appointments for **30 minute private help sessions** or you can use the **drop in hour**s to get help, chat, share ideas, etc. The Zoom link is: **https://csusb.zoom.us/my/calcsusb**. Visit Cal Online Teaching Resources for other bulletins, videos & resources.
Drop-In Hours (this week only): Monday, Tuesday & Thursday, 12-1
Private Help Sessions: Send an email to tnelson@csusb.edu

Quick Tip

The Faculty Center email interface isn't very useful if you want to send out emails that have formatted text or embedded links. Instead, choose "**Notify all students**" then copy the list of emails into Word or another text editor (such as Google Docs). Then use **Find and Replace** to change all commas into semicolons. Copy the revised email list into the BCC: area in an email in Outlook. Now you can send an email with images (don't forget the alt tags/descriptions for ADA compatibility), formatted text (color!) and embedded links.

Resource of the Week: Google Applied Digital Skills

Google has created a number of very helpful tutorials that you might find useful for yourself or for your students. The lessons include a video tutorial plus a task-based project Here are a few descriptions of lessons with ideas about how to apply them:

- Organize Your Time with a Digital Calendar: Although this lesson is geared towards high school students, it is easily adapted to a university context. This lesson explains how to create a Google Calendar, a task list and reminders. Many students struggle with organizing their schedules and allowing enough time for homework. Learning these practical skills and making use of Task Lists & Reminders might prove extremely helpful to them.
- Use Drive to Organize Files: This lesson teaches the basics of organization (folders and subfolders), color coding, uploading/adding files, moving files and renaming files but also how to share your documents with others (i.e. establish permissions).
- Revise and Edit a Piece of Writing: If you are teaching a Writing Intensive course and want to incorporate Peer review, this lesson provides guidelines for group writing assignments (using the task list), implementing suggestions and leaving comments. Students will also learn the basics of file sharing. Along with the excellent webinars from the CSUSB Writing Center, this lesson can help students learn strategies for online collaboration and peer review.
- Annotate a Text in Google Docs: This lesson could be very useful in courses where students may encounter challenging readings. With supplementary material explaining how you want them to read specific kinds of texts (such as reading questions or reading strategies), this lesson gives strategies for identifying unfamiliar words and concepts, annotating texts, formatting documents and engaging with texts (through note-taking, etc.)
- Design an Infographic in Google Drawings: Infographics can be a great way to consolidate learning and to share information (see Daniel McCandless's Ted Talk or Infographic site for inspiration). In this lesson, students organize data and create an infographic to present it clearly to others.

Each of the lessons comes with Teaching materials (such as a grading rubric and lesson plan), as well as a Certificate to award to students after they complete the lesson. You can sign up with your campus ID to create a "classroom" to gather all of the lessons together (students then easily register using the code that you provide). There's also a very nice Teacher Resources page that gives information about how to teach with the Applied Digital Skills lessons and also best practices for remote teaching.