Traditional Web-Enhanced or Blended/Hybrid Courses Using Catalyst

1. Check with your division regarding your plans for integrating online components into your course (web-enhanced/hybrid). This may mean talking with your Dean, Department Head, and/or the Scheduler.

2. We highly recommend that you talk to someone in the Distance Learning Center (DLC) about your plans. We can assist you in figuring out the best path and technologies to meet your needs.

3. Once it’s decided you are teaching using DLC resources, notify your scheduler – they need to add the codes for what course you’re teaching. Your scheduler MUST be notified that you are using Catalyst and they will add a “C” to the field “CMS Flag” for identification in the schedule of classes. This “C” allows the DLC to enroll students in your course.

4. Contact the Distance Learning Center.
   a. Request Catalyst course shells from the https://catalystdev.deanza.edu webpage.
   b. Contact Mary Parke or Willie Pritchard regarding training and how to create your course using Catalyst.

5. Deadlines:
   a. The beginning of the Quarter Prior to launching your class “live” in Catalyst, you MUST:
      (1) Complete the scheduling process and indicate your course is a Catalyst course to the scheduler, and (2) have notified DLC of your intent to create a course (step 4 above).
      Each scheduler has a deadline for entering this data into the system for each quarter.
      Please check with your scheduler for her/his deadline.
      Note: You need to do this for EVERY course you are teaching with Catalyst.
   b. In creating your online portion of your course in Catalyst, you MUST have “BLOCK 0” in your course completed before day one of class.

Distance Learning and Fully Online Courses in Catalyst

1. Contact your Dean and discuss with them your desire to teach a fully online course.

2. Contact Linda Elvin in the DLC.

3. Contact Mary Parke or Willie Pritchard regarding your tech needs & training for the course.

4. Complete the Curriculum Committee (http://dilbert.deanza.edu/curriculum/) form for the Request for Approval of Distance Education Delivery. (Available under “Forms”)

5. Once your request has passed the Curriculum Committee, notify your scheduler – they need to add the codes for what kind of course you’re teaching. Your scheduler MUST be notified that you are using Catalyst and they will add a “C” to the field “CMS Flag” for identification in the schedule of classes. This “C” allows the DLC to enroll students in your course.

6. Contact the Distance Learning Center.
   a. Request Catalyst course shells from the https://catalystdev.deanza.edu webpage.
   b. Contact Mary Parke or Willie Pritchard regarding training and how to create your course using Catalyst.

7. Deadlines:
   a. We strongly recommend you being developing your DLC or fully online course at least 2 quarters prior to teaching it “live” online.
   b. The beginning of the Quarter Prior to launching your class “live” in Catalyst, you MUST:
      (1) Complete the scheduling process and indicate your course is a Catalyst course to the scheduler, and (2) have notified DLC of your intent to create a course (step 2 above).
      Each scheduler has a deadline for entering this data into the system for each quarter.
      Please check with your scheduler for her/his deadline.
      Note: You need to do this for EVERY course you are teaching with Catalyst.
   c. Your course MUST be fully created (complete with content) before day one of class.

Please complete the form below and use it to assist you in completing the above process.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>De Anza Short Course Name</th>
<th>Course #</th>
<th>Dept</th>
<th>Type*</th>
<th>Quarter Course is to be Offered</th>
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Date Submitted to Dept/Dean:  
Date Submitted to Scheduler:  
Meeting Date with Linda (DLC):  
Meeting/Training with DLC (Mary/Willie):
Definition of Terms

(E) TRADITIONAL-WEB ENHANCED courses are traditional courses that make use of Catalyst and/or other technology, but do not reduce face-to-face meetings. Accessing the Internet for online materials can be easily and quickly accomplished in a computer lab, if a student does not have access to a computer elsewhere.

(H) BLENDED or HYBRID courses offer up to 50% of technology mediated instruction. Face-to-face meetings are reduced because courses have been designed to take advantage of course content delivered using technology. Students must be advised prior to registering that computer access is required for the course.

(D) DISTANCE LEARNING courses are 51% or more technology mediated. Conversely, 49% or less of the course may be face-to-face. The Distance Learning Center, in collaboration with faculty, is responsible for placing footnotes in the schedule of classes advising students of required technology and/or on-campus meetings.

(O) FULLY ONLINE DISTANCE LEARNING courses are taught 100% online in Catalyst. The Distance Learning Center, in collaboration with faculty, is responsible for placing footnotes in the schedule of classes advising students of required technology needs.

Distance Learning Center Contacts:

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