

SAC SCE Pre-OTC/OTD Checklist

2024

OTC Prerequisites (Self-Paced)

- Video Creation Course (2 flex hours)
- Accessibility Training Course (3 flex hours)
- Foundational Canvas Badge (8 flex hours)
- Applied Canvas Certificate (4 flex hours)

Step-by-Step Checklist

Video Creation Course

- Read the Course Information Module thoroughly.
- Complete the self-paced quizzes Modules 1 through 4 with 100%.

Accessibility Training Course

- Read the Course Information Module thoroughly.
- Complete the self-paced quizzes Modules 1 through 4 with 100%.
- You do not need to complete the Demonstrated Accessibility Module.**

Foundational Canvas Badge and Applied Canvas Certificate

- Log in to Canvas- use your SAC email address and password
- On the dashboard, click on the SAC Faculty Canvas Training NEW course
- Click the red Course Info button and begin your work 😊 Follow the instructions carefully to make sure you are moving through the material correctly.
 - Foundational Canvas Badge (8 flex hours): Complete the Foundational Canvas Badge Quiz.
 - **OR the Canvas Silver Badge** (10 flex hours): Complete the Canvas Faculty Training course quizzes labeled Silver Quiz; You **do not** need to complete the Bronze or Gold quizzes.
 - Applied Canvas Certificate (4 flex hours) OR **Canvas Bronze Certificate** (2 flex hours):
 - Submit a link to your SAC Sandbox to the assignment in the SAC Faculty Canvas Training Course and pass a review based on the CVC-OEI rubric.

Note: All the above training is located on your Canvas Dashboard or under Courses > All Courses and flex hours can be earned at training completion! (Please reach out to sce_professional_development@sac.edu for information)

Log in to Canvas with your single sign-on (employee email address) and password to access the training.

Claiming Flex Credit

After completing a badge or certificate:

- Login to the [SCE Professional Development Gateway](#). (Intranet)
- Search for the specific Canvas Certificate (such as SCE Foundational Canvas Badge or SCE Applied Canvas Certificate)
- Click the red "Launch" button
- The DE office "takes attendance" and verifies badges/certificates/workshop attendance "seats" regularly.

* Once approved to do the training, remember to sign the OTC Contract!