



HAVE INSTRUCTIONAL TECHNOLOGY SUPPORT QUESTIONS?

ALAMO COLLEGES ONLINE COURSE LAYOUT SUPPORT, PLEASE CONTACT:

ALAMO COLLEGES ONLINE

Nadia Shelby
Instructional Designer
210-486-1727

ALAMO ONLINE Website
alamo.edu/online

Instructional Designer Support: One-on-One or Group Consultation plus training:

Email:
nshelby2@alamo.edu

SAC REMOTE-READY COURSE LAYOUT SUPPORT, PLEASE CONTACT:

SAN ANTONIO COLLEGE OFFICE OF TECHNOLOGY SERVICES

Yvonne Galindo
Instructional Technology Supervisor
Ygalindo2@alamo.edu

Hermelinda Lopez
Client Support Specialist
huvall@alamo.edu

OTS Website
alamo.edu/sac/ots

Email:
Sac-iic@alamo.edu

Instructional Technology Support
(210) 486-0712

Walk-in Support
MLC 712

SAN ANTONIO COLLEGE

1. ALAMO COLLEGES ONLINE COURSE LAYOUT FOR ONLINE/HYBRID COURSES

If you are teaching an Online or a Hybrid Course at San Antonio College, a pre-designed course layout is now available for your use. The Layout includes ready-made course organization with Quality Matters (QM) certified elements to improve student satisfaction with online learning experience. Faculty can easily modify, add content, and customize to best fit their needs.

Note: All Online/Hybrid Courses taught at San Antonio College are **REQUIRED** to use the **Alamo College Online Course Layout** as a starting point for Course Design beginning **Fall 2020**. The new content will not override existing content. However, you are recommended to apply the Course Layout to a blank Canvas Course.

To use Alamo Colleges Online Course Layout:

- **Access** the Canvas Course within ACES. Within the Canvas Left Global navigation bar (**black bar on the left**), choose the **Commons** icon.
- Type "**Alamo Colleges Master Layout 2019**" in the **Search:** field.
- Select the **Title of the Course** and then Select the "**Import/Download**" button on the right side of the screen. Select the course you will be teaching, scroll down and click "**Import into Course**".
- Once the course is downloaded, you are now ready to customize the course content.
- As an alternative, If you wish to download the Course Layout to a Sandbox Course (Testing Environment) prior to publishing to an active course, please contact our Instructional Innovation Center **210-486-0712** or email sac-iic@alamo.edu to request a **Sandbox Course**.

2. SAC REMOTE-READY COURSE LAYOUT FOR FACE TO FACE (F2F) COURSES

If you are teaching a **(F2F)** Course and are looking for a simple and easy to use Course layout at San Antonio College, a pre-designed course layout is available with ready-made course organization. The Layout also provides students with consistent course navigation. Once downloaded, faculty can easily modify, add content, and customize to best fit their needs.

Note: All F2F Courses taught at San Antonio College are **REQUIRED** to use the **SAC Remote-Ready Course Layout** as a starting point for Course Design beginning **Fall 2020**. The new content will not override existing content. However, you are recommended to apply the Course Layout to a blank Canvas Course.

To use SAC Remote-Ready Course Layout:

- **Access** the Canvas Course within ACES. Within the Canvas Left Global navigation bar (**black bar on the left**), choose the **Commons** icon.
- Type "**SAC Remote-Ready Layout 2020**" in the **Search:** field.
- Select the **Title of the Course** and then Select the "**Import/Download**" button on the right side of the screen. Select the course you will be teaching, scroll down and "**Import into Course**".
Once the course is downloaded, you are now ready to customize the course content.

