

Delta Community College – Onboarding to LINC

1. Review the DCC LINC Remote Learning Checklist Handout



- ✓ Device?
- ✓ Internet access?
- ✓ Language Companion binder?
- ✓ CLBs
- ✓ PBLA and Assessments
- ✓ A list of things to cover with new students

2. Discuss the Zoom Training Handout



- ✓ Simple step-by-step with screenshots to show students how to login to Zoom
- ✓ Include Zoom meeting ID and Passcode

3. Join a test meeting on Zoom



- ✓ Use projector to show student, yet remain socially distant
- ✓ Join Test Meeting on Zoom so they can see screen and you can demo buttons

4. Discuss the Virtual Classroom Rules Handout



- ✓ Simple list with clear images
- ✓ Give student a copy
- ✓ Explain

5. Explain the Course Format



- ✓ Collect info from teachers
- ✓ Online platform
- ✓ Login info
- ✓ Time of virtual sessions
- ✓ How and when to contact teacher (important to set boundaries)
- ✓ “What does the student need to know to successfully join your online class?”

6. Discuss LINC Program Information and Attendance Policy



- ✓ General school and class rules and expectations
- ✓ Attendance policy
- ✓ School office contact information

7. Discuss PBLA Binder, CLBs, and Assessments, Organize PBLA Binder



- ✓ Give binder
- ✓ Assist in putting tabs in correct spot
- ✓ Explain parts of the binder
- ✓ Show CLBs in the front of the binder