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