DIVISION OF DISTANCE LEARNING

The Division of Distance Learning administers the Distance & Digital Learning Department and the Panola College website.

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**About the Division of Distance Learning**
The Division of Distance Learning provides instruction and support for faculty and students through the department of Distance Learning and through the Panola College website.

**Mission of the Division of Distance Learning**
The mission of the Division of Distance Learning is to provide training and resources to support faculty and students in designing and participating in all types of instruction at Panola College, and to provide equitable access to College courses and resources through instructional technology and the Panola College website.

**Distance Education**
To accommodate varied student schedules and learning styles, distance education courses are presented in a variety of course formats including online, hybrid, and web-enhanced courses.

Panola College offers these degrees online:
- AAS - Computer Information Technology
- AAS - General Business
- AAS - Health Information Technology
- AAS - Medical Laboratory Technician
- AAS - Office Professional
- AAT - Teacher Education
- AS - Core Curriculum
- AA/AS - Associate of Arts/Science

In addition, several certificate programs are offered online.

Online courses offer students flexibility in coursework that can be accessed from home, work or other locations, including in open computer labs available at Panola College. All instruction in online classes is provided through the Canvas Learning Management System (LMS), and testing services are available at Panola College facilities in Carthage, Marshall and Center, Texas, and on several area high school campuses. Hybrid courses combine elements of both face-to-face and online formats, and many instructors use the Canvas LMS to provide resources to enhance traditional face-to-face classes.

**Instructional Technology**
Making the transition between the traditional classroom and the online classroom is made easier with specialized training facilitated by the Distance Learning department’s Coordinator of Educational Technology. Instructors are trained and supported with individual and small group instruction and online resources. Professional Development opportunities are offered throughout the academic year and training sessions are based on the needs and interests of faculty and staff members.
Distance Learning support for students is provided face-to-face, by telephone, and online. Orientation for online learning is provided on campus and through the Canvas LMS, and technical support is available upon request. Students wishing to know how they may fare in online courses can access the SmartMeasures assessment, which assesses reading comprehension, computer skills, learning styles, and much more. A link to the SmartMeasures assessment is located on the Panola College website.

Panola College Website
The Panola College website at http://www.panola.edu is maintained through the Division of Distance Learning. The website provides access to all Panola College departments and resources.

Admissions, Counseling, Testing, Registration
Admissions, counseling, and registration for Panola College distance learning courses is the same as for other courses. Students should contact the Student Success Center for more information. For online courses, some instructors require face-to-face orientation, while others provide orientation online. A schedule of courses is available online at http://www.panola.edu.

Testing services for online courses are available at Panola College facilities in Carthage, Marshall and Center, Texas, and on some area high school campuses. Testing information can be found on the Distance Learning page of the Panola College website.

Dual Credit Orientation
Orientation for students enrolled for dual credit is the same as for other students and is available through the Panola College Student Success Center and the Distance Learning face-to-face and online orientation sessions. Orientation may also be scheduled on high school campuses when requested.

Continuing Education
The Distance Learning staff works with the Division of Workforce and Continuing Education to provide online instruction and resources in various areas of continuing education. Offerings include courses for Continuing Education Unit credits and classes for personal enrichment.

Professional Development
Professional Development opportunities are offered throughout the academic year through the Division of Distance Learning. Training ranges from the use of instructional technology to pedagogy focusing on needs and interests identified through faculty surveys. Sessions are offered face-to-face or online in the Canvas Learning Management System and through synchronous collaboration tools, and are taught by Distance Learning staff members and faculty members with expertise in selected subjects. Guest lecturers are also invited to present instruction in relevant topics.

Faculty/Staff Resources Course
The Faculty Resources and Staff Resources courses in the Canvas LMS are available to all faculty members and provide resources related to instruction, technology, and Panola College policies and procedures. Faculty and staff members are encouraged to access the courses for information and tools that can enhance instruction and productivity.

Distance Learning Handbook
Through the Distance Learning Faculty Handbook, the Distance Learning Division provides information and resources for faculty members who deliver instruction using online tools. The Handbook is available on the Distance Learning webpage.
Adjunct Orientation
Face-to-face Adjunct Orientation is provided at the beginning of each semester for adjunct instructors at Panola College. Instructors receive information about College policies and procedures and about resources available for instructional and technical support.

Adjunct Academy
Instructional and technical training for adjunct instructors is available in the Adjunct Academy course offered by the Distance Learning Division through the Canvas LMS. Adjunct instructors are required to complete the training prior to teaching classes at Panola College. In addition, adjunct instructors must complete the Certification in Instructional Technology training, offered in both face-to-face and online sessions.