

## Student Authentication

### What is this?

Simply stated, **authentication is verifying that the student enrolled in a class is actually the student who is taking the course and doing all of the coursework.** This is also related to course attendance and participation as well as academic honesty.

### Why is this important?

Let's look at a few reasons why you should understand authentication:

- ⇒ **IT'S THE LAW.** The *Higher Education Opportunity Act of 2008* has made it a requirement — institutions must have authentication procedures in place which means that students must use **college-assigned credentials** to log in to the Learning Management System (LMS), that is, their IIN & PIN.
- ⇒ **IT HELPS TO PREVENT FINANCIAL AID FRAUD.** Recently fifteen CA Community colleges were hit by financial aid fraud schemes – several involving online courses/programs ([http://www.justice.gov/usao/cae/news/docs/2012/09-2012/09-18\\_12StudentAidFraud.html](http://www.justice.gov/usao/cae/news/docs/2012/09-2012/09-18_12StudentAidFraud.html)). Because of this **Federal investigators are randomly auditing CA community colleges.** They are specifically looking for **standardized** and **documented** policies and procedures for distance education courses that require: attendance for **“the first day of class”** that is clearly stated to the student (i.e. in the **Schedule of Classes** footnote) and academically engaging activities conducted in the learning management system throughout the duration of a course.
- ⇒ **IT'S A BEST PRACTICE IN DISTANCE EDUCATION.** As with face-to-face classes, instructors need to interact with their students on a regular basis in order to recognize that the work individual students and student groups turn in is their own. **PCC Distance Education Policy #3230 states that all course communication, assignments and interaction must be conducted through the CANVAS LMS** (<http://www.pasadena.edu/ipro/policies/documents/DistanceEducationPolicy3230DE10411.pdf>).

### Who should be responsible for this?

#### STUDENTS

Students need to know what is expected of them in terms of academic honesty, and they need to know that **they should not give anyone access to their online/hybrid course login information.** See **PCC Student Conduct & Academic Honesty Policy #4520**, specifically item 2p. ([http://www.pasadena.edu/ipro/policies/pcc\\_4520.pdf](http://www.pasadena.edu/ipro/policies/pcc_4520.pdf)) and **PCC Privacy, Security & Acceptable Use of Electronic Resources Policy #5350** ([http://www.pasadena.edu/ipro/policies/pcc\\_5350.pdf](http://www.pasadena.edu/ipro/policies/pcc_5350.pdf)).

#### INSTRUCTORS

Instructors teaching online and hybrid courses need to have clear guidelines in their course syllabus about academic honesty, course participation, and add/drop guidelines. Distance education instructors **MUST** also use the **CANVAS LMS** and **Turnitin** for student assignments. See **PCC Distance Education Policy #3230** (<http://www.pasadena.edu/ipro/policies/documents/DistanceEducationPolicy3230DE10411.pdf>).

#### DEANS

Administrators should make certain their faculty are aware that authentication is a critical issue in distance education and ensure **that all online/hybrid course instructors are using the CANVAS LMS for their courses.**

## What steps can you take?

## Where can you find out more?

### PCC Distance Education Department

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- STEP 1** Make certain that your online/hybrid course has the standardized footnote in the **Schedule of Classes**. This footnote needs to state that **all distance education courses are conducted using the CANVAS LMS**.
- STEP 2** Send out a **Welcome Letter** prior to the first day of class. This should have course login information, information about where to find the course syllabus and a link to the **course Check-In Assignment**.
- STEP 3** Create a course **Check-In Assignment** that actively engages students in an interactive task using the CANVAS LMS.
- STEP 4** Clearly state in the syllabus: the College's course add/drop, participation, attendance, and academic honesty policies.
- STEP 5** Create engaging academic activities for students to do throughout the semester that involve instructor-student and student-student interactions.

- ⇒ WCET Briefing Paper: [http://wcet.wiche.edu/wcet/docs/publications/Briefing\\_Paper\\_Feb\\_2008.pdf](http://wcet.wiche.edu/wcet/docs/publications/Briefing_Paper_Feb_2008.pdf)
- ⇒ PCC Distance Education Policy #3230 <http://www.pasadena.edu/ipro/policies/documents/DistanceEducationPolicy3230DE10411.pdf>.
- ⇒ PCC Distance Education Add/Drop, Participation & Academic Honesty Policies: <http://online.pasadena.edu/faculty/hb/pcccoursepolicies/>
- ⇒ PCC Standardized Footnotes: [http://online.pasadena.edu/faculty/hb/coursedelivery/#Standard\\_Online\\_Footer](http://online.pasadena.edu/faculty/hb/coursedelivery/#Standard_Online_Footer)
- ⇒ DE Welcome Letters & Syllabus: <http://online.pasadena.edu/faculty/hb/coursedelivery/>

*The Distance Education Department is dedicated to serving the diverse needs of the faculty and student populations at Pasadena City College by providing high-quality educational experiences that utilize the latest emerging technologies in electronic course delivery methods. This includes faculty and student support for online and hybrid course offerings at PCC.*

Visit us online at <http://online.pasadena.edu/faculty>