

## DE COURSE NAME - Welcome Letter!

(Insert a Picture Here - Optional)

### Contact Information:

**Instructor Name:**

**Contact Phone:**

**GCC Email:** Click on Inbox in Canvas (Left-side of home screen)

**Live Office Hours:**

**Online Office Hours:**

**For Canvas questions ONLY:** 24/7 assistance at 1-844-600-4951.

**I will be holding online “office hours” every Wednesday from 6:00-7:00 pm.**

- During this time, you can ask questions and I will go over course materials. You can join our online meetings by clicking on “Chat” or “CCConfer” in the links on the left hand side of our course in Canvas. You will see a new meeting that you can join every Wednesday starting at 6:00 pm.

### Introduction:

I am looking forward to working closely with you this semester and you can expect me to play an active role in the course. I will email announcements every week, join you in weekly class forums to help you understand course concepts and facilitate class discussions, and provide detailed feedback on major assignments. Please reach out to me if you need help—that’s why I’m here!

If you ever have any questions, please email me through Canvas by clicking on "Inbox" on the left side of your homepage. Click on "Compose a new message", select this course and then select "Teachers" under the "To" field and you will find my name, XXXX. This is email inside Canvas :-)  
I am not supposed to receive any personal email...Canvas email only, please! I will respond to your email within 24 hours, M-F. If you do not hear back from me within this time, please assume I did not receive your email and resend it.

### LMS – Canvas:

You will be using the [Canvas](#) Learning Management System (LMS) for your Online Learning Environment. Please log into your class on the first day of class to complete the Mandatory Check-In Assignment:  
<https://www.glendale.edu/class-schedule/distance-education-classes/canvas>

**Browser Compatibility:**

I highly recommend using the most recent version of [Mozilla Firefox](#) or [Google Chrome](#) as your browser to make sure everything works correctly in Canvas.

**How to Log into your Class:**

1. Your class will be accessible in [Canvas](#) starting on the first day of the term. You won't be able to access our course in Canvas before that.
2. Go to <https://www.glendale.edu/class-schedule/distance-education/canvas>
3. Click on Canvas Login – Notice the help materials that available.
4. Use your GCC Student ID number as Username; use your initials in caps followed by @ followed by your six-digit date of birth (mmddyy) as the password - for example, password for John Smith born January 23, 1990 would be JS@012390. You will be asked to change your password the first time you login.
5. Find your course on your Canvas Dashboard for access.

**You must complete the remainder of the steps by Sunday at 11:59pm or you will be dropped from the course.**

6. After you click on your class and see your Homepage, click on Modules (left side of screen) and then the first link (START HERE!) and watch the Online Orientation!
7. Read the Syllabus and Announcements (left side of your Homepage).
8. After, begin the Mandatory Check-In Assignment in Unit #1. You must complete and pass the Mandatory Check-In Assignment by Sunday at 11:59pm or you will be dropped from the course

**Textbook Information:**

This is a NO COST Textbook course. All materials are taken from Online Educational Resources (OER) and are within Canvas for access.

**Help with Online Learning:**

If you are new to Canvas or online learning, or overwhelmed or confused, all the help you need is here: <https://www.glendale.edu/online>

### **Student Technical Support:**

If you have issues logging into Canvas or other tech issues, go to [Student Tech Support](https://www.glendale.edu/class-schedule/distance-education/tech-support-for-students) (<https://www.glendale.edu/class-schedule/distance-education/tech-support-for-students>)

For Canvas tech questions only, call 1-844-600-4951!

### **Academic Honesty:**

It is expected that all work submitted for grading is original, not copied from others, and that the work being graded is indeed done by the student who is receiving the grade. Cheating and plagiarism are serious violations of the student conduct code. Cheating or plagiarizing will result in a zero on the assignment or test and may result in suspension, failure in the course, and/or other disciplinary action taken by the College. All incidents of cheating or plagiarizing are reported to the Dean of Students:

<http://www.glendale.edu/index.aspx?page=2596>

### **Students with Disabilities:**

All students with disabilities requiring accommodations are responsible for making arrangements in a timely manner through the Center for Students with Disabilities. Please let me know right away if you will need accommodations so we can pre-plan together:

<http://glendale.edu/index.aspx?page=1989>

Please let me know if you have adaptive software and hardware to assist you with taking this course or if you have any specific needs of which I should be aware. You can find more information about Disabled Students Programs and Services ([DSPS](#)) at:

<https://www.glendale.edu/students/student-services/disabled-student-programs-services> or call the office at 818-240-1000 x.5905

### **Attendance and Participation:**

- **Hybrid:** A student [absence](#) after the equivalent to two weeks of live classes during the term will be dropped from the course by the instructor: <http://www.glendale.edu/index.aspx?page=273>

- **Online:** According to the [Distance Education Attendance and Participation Policy](https://www.glendale.edu/class-schedule/distance-education/getting-started-with-de-at-gcc), “Students who do not participate in class, that is, who consistently do not complete assignments, quizzes, respond to forums or turn in other work, should be notified that they may be dropped from the class for non-participation” (<https://www.glendale.edu/class-schedule/distance-education/getting-started-with-de-at-gcc>) Students are expected to participate in the online environment regularly.

**Sample Note to Clarify Above:** *If a student does not log-in during the first week of an online class and pass the Mandatory Check-In Assignment with a 70%> or does not complete 6 Graded Assignments during a term, he/she will be dropped from the course.*

Please refer to [Student Rights in an Online and Hybrid Course](https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/student-rights-in-an-online-and-hybrid-course) if you have further questions regarding the expectations from your course and instructor.

- <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/student-rights-in-an-online-and-hybrid-course>

I hope you have a wonderful semester!

Be prepared to WORK HARD, to have FUN and to come with an open mind. Interactions and group activities will be conducted, so I expect respectful, constructive, mind-expanding, and high-energy attitudes. “SEE” YOU SOON!

Your GCC Instructor, XXX