

DE COURSE NAME - Welcome Letter!



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, and 48 hours on weekends and holidays. If you do not hear back from me within this time, please assume I did not receive your email and resend it.

You will be using the **Canvas** Learning Management System (LMS) for your Online Learning Environment.

First, make sure you can login into Canvas BEFORE class on Tuesday:
<https://www.glendale.edu/class-schedule/distance-education-classes/canvas>

If you are new to Canvas, or overwhelmed or confused, all the help you need is here: [glendale.edu/online](https://www.glendale.edu/online). 24/7 help is here: <https://www.glendale.edu/class-schedule/distance-education/tech-support-for-student>

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

1. Go to <https://www.glendale.edu/class-schedule/distance-education-classes/canvas> to login to your Canvas course.
2. Use your GCC Student ID number as Username.
3. Find your course and click on the class to see your Homepage.
4. Click on Modules (left side of screen) and then the first link (START HERE!) and watch the Mandatory Online Orientation!

5. Read the Syllabus and Announcements on the left side of your Homepage – you will need this information to pass the Mandatory Check-In Assignment.
6. After, begin the Mandatory Check-In Assignment in Unit #1. You must complete and pass the Mandatory Check-In Assignment by Sunday at Midnight with a 70% or you will be dropped from the course. This is a State Requirement.
7. For Canvas questions ONLY, please contact the Instructional Technology Help Desk for 24/7 assistance at 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>

ATTENDANCE/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, “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.

NOTE: If a student does not log-in during the first week of an online class and passes 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.

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 instructor, XXX