



WELCOME TO XXX COURSE!

[INSTRUCTORS: Please click on "Edit" above to modify this Welcome Letter to your liking]

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 post announcements every week, join you in weekly class discussions to help you understand course concepts and facilitate class conversations, and provide detailed feedback on major assignments. Please reach out to me if you need help—that's why I'm here!

{Provide a short instructor bio, manifesto or mantra.}

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.

Remember, confusion is normal! If you need anything, please reach out to me. I am here to guide you through this exciting course journey!

ABOUT YOUR CLASS:

- **This course is 100% Online:** We will not meet on-campus for any reason.
- **This course is 1%-99% Hybrid:** We will meet on-campus on X days from X hours.
- **This course is a Proctored Online Course:** We will meet on-campus for exams on X days from X hours.
- **This course is a Web-Enhanced Course:** We will meet on-campus on X days from X hours.

GCC Course Definitions: <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/distance-education-course-definitions>

- **This course will officially begin on XX date and end on XX date.**
- **This is a 16/13/8/6/5 week course.** Please refer to "[Important Dates](#)" for Add/Drop and Withdrawal Deadlines: <https://www.glendale.edu/students/admissions-records/a-r-important-dates>

INSTRUCTOR CONTACT INFORMATION:

Instructor Name:

Contact Phone (Optional for Adjuncts):

GCC Email: xxxx@glendale.edu OR click on "Inbox" in Canvas

Live Office Hours:

Online Office Hours:

[Sample] I will be holding online "office hours" every Wednesday from 6:00-7:00 pm through Canvas "Chat".

- 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 "**CCCConfer**" or "**ConferZoom**" in the links on the left-hand side of our course in Canvas. You will see a new meeting that you can join every **X fro X-X time**.
- Online Office Hours are required for Distance Education courses: [GCC Collective Bargaining Agreement \(July 1, 2015 - June 30, 2018 - Section 3. Office Hours A.](#)
 - DE Full and part-time faculty will hold the equivalent of their DE course load in online synchronously office hours, not to exceed 60%. For example, if you teach 9 of your 15 unit load in DE, you should have 3 online synchronously office hours and 2 face-to-face office hours on-campus weekly.
 - Full-time faculty (face-to-face classes): "Each instructor not teaching online or hybrid courses shall hold a minimum of 80% of their office hours on campus, while the remainder may be offered online."
 - Adjunct faculty: (face-to-face classes): "Adjunct faculty may hold all of their office hours online each week. For online office hours, instructors shall communicate with their students synchronously."

LOG INTO YOUR CLASS:

LMS – Canvas:

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

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.

Using the Canvas App on your Phone: Teacher App:

Student App: <https://community.canvaslms.com/docs/DOC-4048>

Teacher App: <https://community.canvaslms.com/docs/DOC-11886-mobile-guides-canvas-teacher>

How to Log into your Class:

- 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.
- Go to <https://www.glendale.edu/class-schedule/distance-education/canvas>
- Click on Canvas Login – Notice the help materials that available.
- Use your GCC Student ID number as Username; use your initials in caps followed by @ followed by your six-digit date of birth (mmddy) 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.
- Find your course on your Canvas Dashboard for access.

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>)
- **Student Canvas Questions ONLY: 24/7 Assistance at 1-844-600-4951.**
- **Student Support through Live Chat:** <https://www.glendale.edu/students/student-services/sos-outreach/help-chat>
- **Student Support On-Campus (SM 266):** <https://www.glendale.edu/class-schedule/distance-education/tech-support-for-students>
- **Student Canvas Guides:** <https://community.canvaslms.com/docs/DOC-10701>
- **Student Distance Education Success Tips:** <https://www.glendale.edu/class-schedule/distance-education/tips-for-online-success>

For Distance Education Classes Only:

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

- After you click on your class and see your Homepage, click on Modules (left-side of the screen) and then the first link (START HERE!) and watch the Online Orientation!
- Read the Syllabus and Announcements (left side of your Homepage).
- After, begin the Mandatory Check-In Assignment in Unit #1. You must complete and pass the Mandatory Check-In Assignment with 70%> by Sunday at 11:59 pm of the first week or you will be dropped from the course. This is a state requirement.

Help with Online Learning:

- If you are new to Canvas or online learning or overwhelmed or confused, all the help you need is under the [Get Started](#) icon on the Student GCC DE page: <https://www.glendale.edu/class-schedule/distance-education/getting-started-with-de-at-gcc>

Series of short videos designed to help students learn how to use [Canvas](#).

- Videos can be viewed in any order: <https://resources.instructure.com/courses/32>

Try these Quizzes if you are still not sure if Online learning is right for you!

- [Online Courses for You?](#)
- [Is Online Learning Right For Me](#)
- [Introduction to Online Learning](#)
- [Organizing for Online Success](#)
- [Online Study Skills and Managing Time](#)
- [Communication Skills for Online Learning](#)
- [Online Reading Strategies](#)

TEXTBOOK(S):

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

Please let me know if any materials are not accessible right away and I will ensure accessibility in a time matter.

GCC Bookstore Website: <https://www.glendale.edu/students/campus-resources/bookstore>

GCC Bookstore Online: <http://www.glendale.edu/Home/ShowDocument?id=31044>

PLAN TO SUCCEED (DROP/ATTENDANCE/PARTICIPATION) POLICIES:

Face-to-Face Courses:

- A student [absence](#) (page 39) after the equivalent of two weeks of face-to-face classes during the term may be dropped from the course by the instructor: <https://www.glendale.edu/home/showdocument?id=34228>

Hybrid Courses:

- **DE Drop:** A student must log into Canvas during the first week of an online/hybrid class and pass the Mandatory Check-In Assignment with a 70%> by Sunday at 11:59 pm in order to remain in the class (this is a state requirement). This policy currently applies to all DE classes and for all term lengths (5-16 weeks).
 - Any student that is added after Sunday at 11:59pm as a 'late add' student has until Census to complete the Mandatory Check-In Assignment with a 70%> or be dropped.
- **DE Participation/Attendance:** A student [absence](#) (page 39) after the equivalent of two weeks of live classes during the term **and** missing the equivalent of two weeks worth of online assignments (**Note: Instructor - add this number of assignments here**) may be dropped from the course by the instructor: <https://www.glendale.edu/home/showdocument?id=36331> (page 71).
- **Students:** Please refer to [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>

Online Courses:

- **DE Drop:** A student must log into Canvas during the first week of an online/hybrid class and pass the Mandatory Check-In Assignment with a 70%> by Sunday at 11:59 pm in order to remain in the class (this is a state requirement). This policy currently applies to all DE classes and for all term lengths (5-16 weeks).
 - Any student that is added after Sunday at 11:59pm as a 'late add' student has until Census to complete the Mandatory Check-In Assignment with a 70%> or be dropped.

- **DE Participation/Attendance:** A student [absence](#) (page 39) after the equivalent of two weeks worth of online assignments (**Note: Instructor - add this number of assignments here**) may be dropped from the course by the instructor: <https://www.glendale.edu/home/showdocument?id=36331> (page 71).
 - **Students:** Please refer to [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>
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IMPORTANT NOTES:

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 seeking 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
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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