



## Distance Education



Distance Learning Provides a quality education for people who lead busy lives and desire to start or continue pursuing their educational goals. Distance Learning courses are just like traditional on-campus classes. You take your courses with a group of other students.

Our distance learning Courses are the same university-transferable, community college courses taught on-site at Taft College. Enrollment is limited to the same number of students as on-site courses, usually 35 students, depending on the course. Each is available on a first come-first serve basis. Matriculated student get priority registration.

Taft College offers two types of Distance Learning courses: Distance Learning offline and Distance Learning Online. Each is designed to facilitate your learning experience with the special advantages that Distance Learning Offers:

- More Individualized Instruction
- Fitting college into your busy schedule
- Easy access to your instructors through e-mail and voice mail
- A multimedia approach to learning

Online learning is not for everyone, however; we've found successful online learners tend to be self-motivated and self-disciplined.

### How to reach Distance Learning Department:

Dan Hall E.D. D.  
Distance Education Coordinator

Nicole Avina  
Distance Education Integrated Technology Support Technician  
navina@taftcollege.edu  
661-763-7917

Heather Cash  
Distance Education Support Assistance  
hcash@taftcollege.edu  
661-763-7878 or 661-763-7894



canvas

Taft College Canvas Courses : Canvas is a new Course Management System (CMS) that Taft College is using for Face to Face and Distance Learning Courses. Canvas is used to house Distance Learning courses in similar ways as our previous CMS's, Etudes and Moodle.

**All Distance Learning Courses will be in Canvas.** If you cannot locate your Canvas Account, courses, or have trouble logging into Canvas please call the Distance Ed Help Desk.

### How to Log in:

Username will be your A# with a capital 'A'.

Password will be the first letters from your first and last name and the last 6 numbers of your student ID# (No spaces, First letter capitalized).

Example:

Jose Garcia ID: A00123456

Username: A00123456

Password: Jg123456

### Login Page:

## Canvas Workshop

**What:** This Canvas workshop will be available to students the first 3 days of the Fall 2017 Semester. All you have to do is follow the link below and it will take you to the web workshop. Here you will learn how to log into your online course, how to navigate the course, what special features are available and you will be able to ask questions.

**When:** August 21st—23rd

**Where:** Follow this link from any phone, tablet, iPad, or computer

<https://zoom.us/j/189118243>

**Time:** 9am - 10, 1pm - 2, & 5 - 6pm



After Hours **Canvas** Support:

1-866-551-4903

**Taft College Distance Ed support:**

661-763-7919

661-763-7878

661-763-7894

# Distance Ed Instruction

## How to Begin Distance Learning Classes



Welcome to Taft College's Distance Learning Program. Follow the directions below to begin your distance learning classes. If you have any questions, please feel free to contact the Distance Learning Help Desk (661-7463-7917).



### Online Students

#### Online Instructions

- You will need to begin classes **promptly**. **NO ONE WILL CONTACT YOU!**
- Students who do not check in during the **first few days** of class are often **dropped**. This will not relieve you of your financial responsibility.
- If you do not wish to stay in the class AND you want a refund, you will need to drop the class within the allowed timeline.
- Any questions, contact your instructor or the Distance Learning Help Desk.
- You will not be able to log in to your class until classes begin.

**STEP 1:** Click on "**Class Schedule**" located on the Right hand side of the **Distance Education** Page

**STEP 2:** Under the term you are enrolled in, click on the link titled Distance Learning Course Schedule & Orientation Pages

**STEP 4:** Scroll to the course you are taking and click on the blue plus sign to view the course orientation page & information. If your instructor has not updated this page, please call the Distance Ed. Help Desk for your questions.

**STEP 5:** New Students should read the following appropriate information regarding how to get ready for:



## NOW AVAILABLE! DE Student Tutoring

If you need help in one of your courses but can't make it to campus for tutoring, meet with one of our tutors from the comfort of your home computer or tablet.

Taft College's Learning Center will be holding specified tutoring hours in which students can schedule appointments with one of our TC tutors.

**IMPORTANT:** You must call the Learning Center to make an appointment for your online tutoring session. **Not all times are available.** Depending on the subject matter and tutor availability, appointments can be made.

### Tutoring Hours:

Monday : 8:00am to 6:00 pm  
Tuesday: 8:00am to 6:00 pm  
Wednesday: 8:00am to 6:00 pm  
Thursday: 8:00am to 6:00 pm  
Friday: 8:00am to 4:00 pm

### Subjects Covered:

**ARTH** 1500, **HIST** 2231, **ENGL**: 0800, 0900, 1000, 1600, **ECEF**, **MATH**: 0230, 0240, 1050, 1060, 1530, 1540, 2100, **POSC** 1501, **PSYC** 1500, 2200, **SPAN** 1601, 1602, 2001, 2002, & **STAT** 1510

ConexED



 Knock on Door

 Schedule Meeting



# Online Hints



## Helpful Hints When Taking Online Courses

- ⇒ Start your class promptly. **NO ONE WILL CONTACT YOU AND MAKE YOU START YOUR CLASS.**
- ⇒ Course notifications and announcements will go to your most recent email address given to TC. Make sure your email information is up to date with the college. Also, check your junk box to make sure you didn't miss important course notifications.
- ⇒ Students **who do not** check in during the **first few days of class** are **often dropped**. This will not relieve you of your financial responsibility. There is also no guarantee that you will be placed back in the course.
- ⇒ If you do not wish to stay in the class AND you want a refund, you will need to drop the class within the specified drop dates. For drop dates call the counseling center.
- ⇒ You will not be able to see your course on Canvas until it begins. If you have any questions, contact your instructor or the Distance Learning Help Desk ASAP.
- ⇒ If you are added to an online course, you will be able to access it the following day.



Keep an eye out for our Distance Ed Student Survey:

This Survey will focus on student participation with our different available Distance Education resources . The participants in the survey will be put into a drawing, and the selected students will receive a Prize.



# Taft College Student's Helpful Hints:

Link for DE course Information:

[http://dl.taftcollege.edu/dlo3/list\\_public\\_a.php?sem=201750](http://dl.taftcollege.edu/dlo3/list_public_a.php?sem=201750)

## Register at Taft College:

### Follow the Steps:

1. Apply to Taft College Online
2. Apply for Financial Aid Online
3. Complete Online Orientation
4. Take Placement Assessment Test
5. Contact General Counseling
6. Register for Fall Classes

Find The steps at:

<http://www.Taftcollege.edu/admissons/>

### FALL SEMESTER DATES:

Class Begins: 8/21

Last Day for a Refund: 8/30

First Day to drop with W: 9/4

Last Date to Drop with W: 10/25

These Dates above are for General courses.  
For any last start or specialty classes please  
follow the link below for those dates:

<http://www.taftcollege.edu/admissions/wp-content/uploads/sites/12/2016/08/Copy-of-deadlineDates-original-8-8-17.pdf>



## Taft College student email accounts:

As a **Taft College student** you will automatically have a created student **Email account**. Here is how to login:

1. **Locate the mailbox** on Taft College home page (*hints below*), Select the student account.

**Email example:** A00123456@myportal.taftcollege.edu

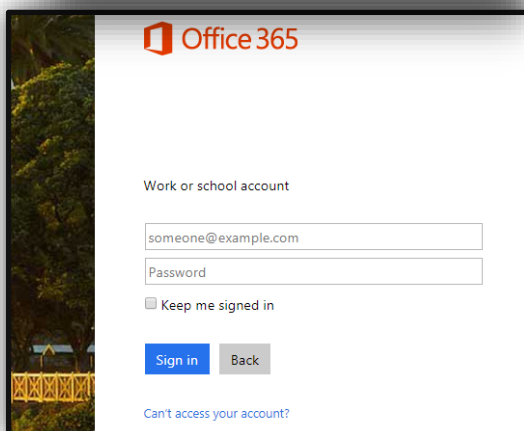
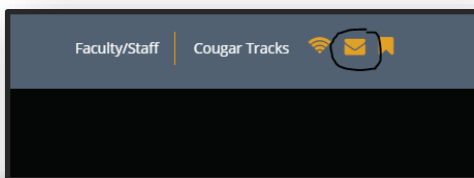
**Password example:** Js123456

Initials of first last name-(**Cap**) first initial + last 6 of A#

## Free Microsoft Program Downloads:

As a Taft College student, you have access to **5 free copies(each)** of various Microsoft licenses. Download now and start utilizing this great resource. If you do not currently have **Microsoft Word, PowerPoint, Excel, Access** or other software necessary to succeed in your courses, you can **download them free** of cost. Follow the steps in this PDF document to download the programs you need

[For Step-By-Step Instructions Click HERE.](#)



## TAFT COLLEGE

### Fall 2017 Book Loans

will be available

August 14 - August 29

8:00 A.M. - 4:00 P.M.

CHECK YOUR COUGAR TRACKS FOR A

GOOD FALL SAP STATUS!!!



# Student Support Programs

The Taft College offers students with a variety of Student Support Services/ Programs. The program requirements and purposes change depending on the program. All of the main offices for these programs will be located in the Administration Building.

If you would like to access their web page, the icons are hyperlink below.

## [DSPS](#)

DSPS provides support services and accommodations to students with disabilities so they can participate as fully and equitably from the college experience as their non-disabled peers.

## [CalWORKs](#)

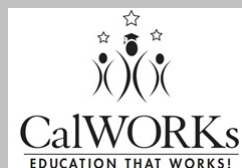
CalWORKs funds are for the purpose of assisting welfare recipient students and those in transition off of welfare to achieve long term self-sufficiency through coordinated student services offered at community colleges including: work study, job placement, child care, coordination, curriculum development and redesign, and under certain conditions post-employment skills training, and instructional services.

## [EOPS/CARE](#)

EOPS (Extended Opportunity Programs and Services) offers “over and above” support services to students with social, economic, and educational challenges with the goal of increasing access, retention, and transfer.

## [TRIO](#)

TRIO is a program that provides support and guidance to you during your time at Taft College as well as help you transfer successfully on to a university to pursue a bachelor's degree.



### **Important DE Support Numbers**

<b>Canvas HELP Line:</b>	1-866-551-4903
<b>DE Support:</b>	1-661-763-7917
<b>Pearson (MyMathLab):</b>	1-800-677-6337

**Visit: <https://www.taftcollege.edu/distance-education>  
For Important Distance Education Information**