



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 at (661) 763-7812 or toll free at (866) 464-9229.

- 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 Help Desk at (661) 763-7812 or toll free at (866) 464-9229.
- You will not be able to login to your class until classes begin.

Go to the Taft College web page at: www.taftcollege.edu

STEP 1: Click on Academics

STEP 2: Click on Class Schedule

STEP 3: 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

STEP 5: New Students should read the following appropriate information regarding how to get ready to login to Online or Offline courses.

a. Online courses

- Read the course description page carefully.
- Click on the ETUDES button at the bottom of the page, a login page will come up
- Login with the first 2 letters of first name, first 2 letters of last name, last five numbers in your Student ID with no spaces or capital letters
Ex. **Jose A. Garcia** ID: A0001**23456** Username = **joga23456**
- NEW USERS: Password is MonthDay of birth in school records
Ex. Birthday is April 11th, 1982 (**04/11/82**) Password = **0411**
- PREVIOUS USERS: Enter the password YOU set in a previous term
If you cannot remember your password, go to the ETUDES-NG login screen and reset the password. Be sure to use the email address you used on your application.
- If you get a screen saying the instructor has disabled this course, it is not ready for students to enter

b. Offline courses

- Read the course description page carefully
- Click on the syllabus link at the bottom of the page
- The course syllabus, usually a PDF or RTF file, will come up on your screen
- Print the information and follow directions given
- Set up your proctor if needed
http://web.taftcollege.edu/academic/distance%20learning/proctor_procedures.shtml
- Contact your instructor or the Help Desk if you have any questions