

Faculty Welcome to (x) Term Email

Hello Everyone,

I have missed you guys so much, I decided to send this note a little early. ☺ I hope you all created great memories over the Summer. I hope this information makes it easier for you to integrate back into the busiest term of the year. **Welcome** new Fall 2019 Faculty and Adjunct. I hope to meet you all at least once. ☺

The Distance Education office is located in the G1 Offices building, near the Gym.



Please feel free to browse these Faculty Resources.

Additional resources for Faculty Success Online: (hyperlinked below)

[Send out a Welcome Letter flyer](#)- Use Cougar Tracks "Email Class Feature.

- [Sample Welcome Letter](#)

[Where do I find Add Codes flyer](#)

Canvas Helpful Features:

[Set Recent Announcement Reminders on Homepage](#)



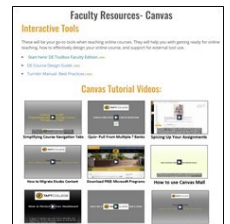
[List Preferred Contact Methods](#)



[Simplify Navigation Tabs](#)



[Faculty Resources Home page](#): This page is dedicated to our Taft College DE faculty.



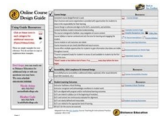
[Copying Course Content Into a Live Shell video](#)



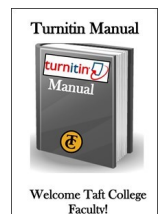
[Faculty-Tool Box](#): (This tool is color coded) This tool has a helpful guide to getting ready to go live, various Canvas Resources, as well as helpful links to assist your students with.



[DE Course Design Guide](#): This tool will help with beginner course shell design, it will also address various parts of course design best practices for online content. This is only a tool for guidance and not required to follow.



[TurnItIn Manual](#): if you use TurnItIn, here is a handy manual that will walk you through using the tool from within Canvas.

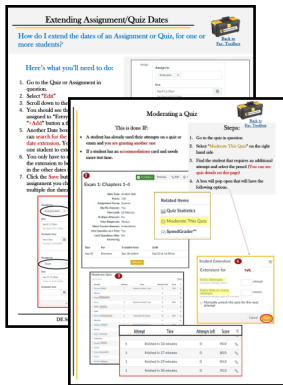


Please feel free to reach out with any questions that might come up. ☺

Email Images

Email Message to Faculty

Week 4



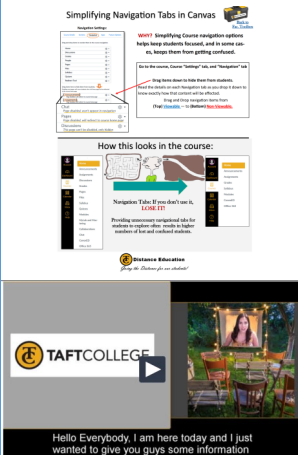
Hello Everyone!

I hope the semester is settling down, and things are taking off well. I wanted to take a moment to remind how to find a couple helpful Canvas areas that you may be looking for. **Remember**, you can extend test time and the number of attempts for students in the [Moderate Quiz page](#).

If you'd like to [extend due dates](#) to an assignment or Quiz, you can do so in the edit screen under the assignment/quiz details. You can add as many individual due dates as necessary.

- [Moderate a Quiz](#)
- [Extend Assignment/Quiz Due Dates](#)

Week 5



Welcome back to another beautiful week at Taft College. I know, I know, you're thinking: "is there any way I could really be this chipper?" Well, the answer is, YES! I've got extra to spare if you need any. :)

This week, I'd like to remind you of the online tutoring resource we have, paid for by the Cancellor's office Netutor. Please [drag this tab up](#) in your course tabs so students can use online tutoring of they need it.

Here is a [NetTutor video](#) that shows them how to use it and where they can find it. If you have any questions about this resource please feel free to reach out. :) I hope you have a great week.

- [Choosing Course Navigation Tabs](#)
- [Online Tutoring: NetTutor](#)

Week 6

Need to develop resource

Hey Guys!

Did you know that you could host virtual office hours, exam study sessions, one-on-one meetings with students, and much more in Zoom?

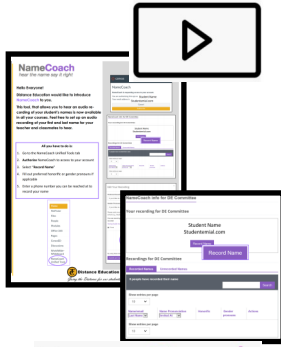
Zoom and Canvas are working together to bring you fun ways to conduct regular effective contact with your students. **Read this flyer** about the embedded Zoom tool in Canvas, and get started today.

If you have any questions feel free to reach out with them. :)

Email Images

Email Message to Faculty

Week 7



NameCoach
hear the name, say it right

Develop resource
name coach in email

Good Morning TC Faculty!

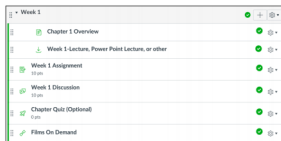
I wanted to remind everyone of the free tool we have available to us through the Chancellor's Office, **NameCoach**. This helpful tool allows us to hear the correct pronunciation of your student's name, as well as their preferred honorific and or gender pronouns. Please let them know it is available, and drag it up to your tabs area if you choose to use it. Here is a flyer that explains how to set up your account form Canvas. I will also link a step by step video to walk you through the process. Feel free to make these resources available to your students as instructions. :)

You can also add your NameCoach recording to your email signature. Read this flyer to find out how to add yours.

- [Name Coach Account Setup Flyer](#)
- [Name Coach Account Setup Video](#)

How to Use your NameCoach Recording in your Emails

Week 8



Hello Everyone,

Have you ever wished there was an exciting database full of educational videos you could use in your online courses? Well look no further; you can use Films On Demand to search content related to your course, and embed the videos right into Canvas. Below you will find some quick steps on [How to Use Films On Demand](#).

- [How to Use Films On Demand](#)

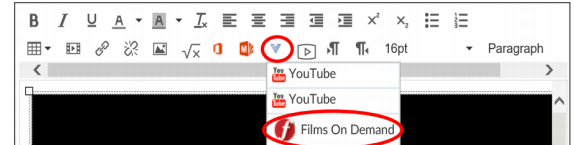
If you have any questions about films on demand, please feel free to let me know. :)



Films on Demand (FOD) is a database of educational videos and films covering all disciplines. You can embed **entire films** or **selected segments** into your Canvas modules or pages. Once the film is embedded into your Canvas modules, students will be able to view the video without having to go through the library's authentication process.

There are 2 ways to insert FOD content.

- Within your **modules** as an embedded link.
- Or
- Right in a **content page** as an embedded video.



Week 9



Hello Faculty,

The DE Office would like to invite you to create course videos for your online courses. There are a couple different options you could use for creating course videos.

- You can come record in front of DE's green screen and we can help edit and caption your course videos. When finished, we will provide you with a URL and/or embed code that you can utilize in your Canvas course.
- You can make your own videos using Zoom, Screen-Cast-O-Matic, or any other recording tool, and upload to your own 3CMedia account.

Whichever way you select, we can support you along the way.

- [Personalize your Online Course with Instructional Videos](#)
- [Create Course Videos with Zoom](#)
- [Zoom Outside the Box Training– Canvas](#)

Email Images

Email Message to Faculty

Week 10

Good Morning Everyone!

I hope you are all doing well, and had an enjoyable weekend. I wanted to take a moment to share some information about Canvas Content Pages.

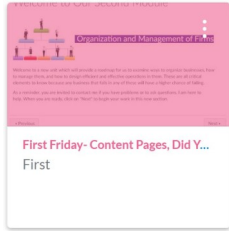
Did you know that you could use content pages for the following purposes, in your online courses?

- Home Page,
- Weekly Module Introduction,
- Chapter Review,
- Project Instructions,
- and much more

Example Content Page Flyer

First Friday– Content Pages, Did You Know?

Please reach out with any questions you may have.



Welcome to Our Second Module



Welcome to a new unit which will provide a roadmap for us to examine ways to organize businesses, how to manage them, and how to design efficient and effective operations in them. These are all critical elements to know because any business that fails in any of these will have a higher chance of failing. As a reminder, you are invited to contact me if you have problems or to ask questions. I am here to help when you are ready. Click on "Next" to begin your work in this new section.

Previous Next

Week 11

Hello There,

How many of you were just thinking, "I cant wait to see what Nicole has got ready for us this week?" Well, wonder no more. I am here to clue you all in. If you've ever wanted to spice up your Canvas pages with horizontal line breaks, or inline resources, look no further. The flyer below will walk you through adding simple HTML code to your Canvas Pages. You can also locate these resources in your [DE Toolbox](#), under Canvas Resources.

Reminder: Practice in a Sand Box so you don't lose any live content.

- [HTML for Beginners](#)

For Advanced Users– [HTML Code for Tabs](#)

Please feel free to reach out with any questions. :)

Instruction	HTML Code- Copy & Paste
HTML for a header with serif font. You can edit the header title, using this code.	<pre> HTML Code: <h2 style="font-family: serif;">This is a Heading 2 with a serif font.</h2> </pre>
Banners HTML for colored banners. You can change the Page of Banner content and the text displayed in the banner. Options: alert alert, alert alerting, alert alert, alert alert success	<pre> HTML Code: <div class="alert alert<only>"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> alert alert </div> alert alert info alert alert success alert alert warning alert alert danger </div> </pre>
Double Line HTML for bold, double horizontal line. You can adjust the thickness of the line and the color. You can try colors from the list of colors at the top of the page.	<pre> HTML Code: <hr style="border: 2px double #000000;" /> <hr style="border: 2px double #FF0000;" /> <hr style="border: 2px double #0000FF;" /> </pre>

Canvas Resources

- [How to Link an Assignment in Canvas](#)
- [Moderate Quiz-- Reset test times/ add attempt](#)
- [External Assignment/Quiz Dates](#)
- [How to Upload a Picture in Canvas](#)
- [Embed a Picture in a Discussion Response](#)
- [Canvas Video Tutorials](#)
- [Using Films on Demand](#)
- [Understanding Canvas Icons](#)
- [Resetting your Browser-- Clear Cookies](#)
- [This removes any saved passwords or active pages.](#)
- [Pop-Up Blocker](#) If you click a link in your course but nothing happens, your pop up blocker may be interfering. Try turning it off and relaunching the page.
- [Emails](#) going to the wrong folder? [Here's how to fix it.](#)
- [Finding Add Codes](#)
- [How to Find Canvas Support](#)
- [How to Create Course Videos](#)
- [Warning: Grading Scheme](#)
- [Adding Tabs with HTML: How-To](#)
- [HTML for Beginners](#)
- [Logging into Canvas Student Handout](#)

Week 12

Salutations Friends,

I want to start off with saying, Can you believe we are so close to the end of the semester? Time flies and we will be prepping for the upcoming term before you know it. Some of you may already be doing that. :) No pressure. :)

As you begin to prep for the upcoming term, think of setting up a custom welcome page in your Canvas course. You can design your welcome page to orient your students to your course setup and preferences.

- [First Friday Home Page Mini Training](#)
- [Course Orientation Ideas](#)
- [Set Announcements on Home Page](#)
- [List Contact Info for Students](#)

Please feel free to reach out with any questions. :)

Course Orientation

Orientation Students to your course helps them get started with their online courses. Each instructor has a different course shell with their shared navigation. Students need to know the specifics for each course they are taking.

Course Ideas

How to orient the course
Technology (Blackboard/Canvas)
Student Expectations
How to be successful
Student Support Information
Instructor Contact Information
How to contact the instructor
DE Helpdesk Contact Information
902.703.7272
662.703.7217

You Can Include a mandatory Orientation Quiz
Including this leads to a higher rate of students reaching out for help when they need it.

Completion Prerequisite
This is a prerequisite for the course.

Unit 0

Learning Objectives

Distance Education

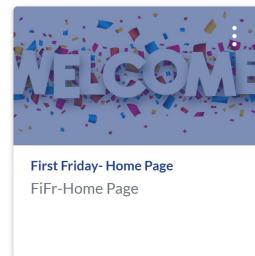
How This Will Look:

Interactive Writing
Add Grammar

ENGL 1000

ENGL 1000

ENGL 1000



Let students know how and when you'd like to be contacted!

Inbox

- Let students know:
- Your preferred method(s) of contact,
 - hours of availability (if applicable),

Email Images

Email Message to Faculty

Week 13

Good Morning All,

I will be focusing on prepping for the upcoming term as we continue wrapping up this term. If you are not using the resources now, you will be able to recall them in your email when you are ready. :)

Did you know that there is a checklist for getting ready to go live in Canvas? It is available in your DE Faculty Toolbox. These resources will help walk you through making surer all your course links are working, checking your pages with the accessibility Canvas checker, and so much more.

Feel free to bookmark the DE Faculty Toolbox for easy access. :)

If you have any questions about this information please reach out.

Before Going LIVE (Suggested) To-Do List (Before semester begins)

- Create New SB (Development) Shell
- Create Course Videos
- Send Welcome Email to Students **1 Week Prior to Start of Class**
- Sample Welcome Message
- Validate Course Links
- Run Canvas Accessibility Checker
- Simplify Navigation Tabs
- Provide Course Orientation
- Set Announcements on Home Page
- List Contact Info for Students
- Check Formatting- Assignments, Discussions, Home Page, and more
- Tips When Using **TurnItIn** in Canvas
- Copying SB Content Into Live Shell

Week 1: Important Tips for Your Shell

The screenshot shows the DE Faculty Toolbox website. It features a navigation menu on the left with a checklist of tasks for getting ready to go live in Canvas. The checklist includes items like 'Create New SB (Development) Shell', 'Create Course Videos', 'Send Welcome Email to Students', 'Validate Course Links', and 'Run Canvas Accessibility Checker'. There are also sections for 'Canvas Resources' and 'Links for Last Students'.

Week 14

Hello Everyone!

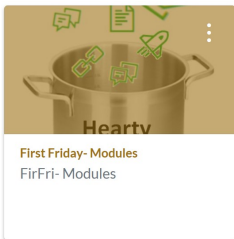
Week 14, here we come! I cannot believe we have gotten here so quickly. I hope all is running smoothly, and technology works ever in your favor!

This week, I'd like to share Hearty Modules with you guys. I have put together this mini training on what a Hearty Module would look like. CVC-OEI guidelines are infused throughout this mini training, which focuses on best practices for online learning. :)

- [First Friday– Building Hearty Modules Mini Training](#)

Please visit our [First Friday Training Page](#) for different mini training options.

As always, if you have any questions, please feel free to reach out for help.



First Friday Training
Virtual Mini Training Opportunities

A grid of six small images representing different virtual mini training opportunities. Each image has a title and a small icon.

Week 15

Hello Everyone!

Before everyone rushes off to enjoy their break, I wanted to send you info on **How to Zoom Outside the Box**. In this mini training you will learn how to use zoom to personalize online course content. The Training Outcomes will be:

- You will be able to create your own course videos.
- You will be able to assure your video content is fully accessible with Captions.
- You will be able to insert a hyperlink in a Canvas course.

- [Zoom Outside the Box Mini Training](#)

Thank you everyone for all your hard work throughout this term, I look forward to seeing you all and hearing about the amazing things you did on your break. If you get one. :)

If you have any questions please feel free to reach out. :)

The image shows the Zoom logo in a blue box. Below the logo, the text reads 'ZoomOutsidetheBox' and 'ZoomOutsidetheBox'.