

Student Welcome to (x) Term Email

Hello Taft College Canvas Students,

I am Nicole Avina, the Taft College Distance Education Coordinator.

I am excited to welcome you all to Taft College's Online courses. I want to make sure you all know that the DE office is here for you guys and all your DE questions along the way. We will be able to answer them or point you in the right direction. :)

Online courses can be a little more difficult for students since the work is all online. We try to support you guys in any way possible. Please feel free to save our support numbers, and reach out any time you need assistance.

You can always visit us in person at the Distance Education office. We are located in the **G1 Office building**, near the Gym.



For **anytime assistance** from Canvas Support Technicians call:

1-866-551-4903

For the Taft College Distance Ed Support call:

661-763-7878 or 661-763-7917

We'd like to start this semester off by giving away back to school bundles. This will be a starter pack with all the school supplies you will need to get started. (bundle items may vary)

Click on each of the images below and explore the video/tool. When you are done, click the button to answer the **3 giveaway questions** about the Videos/Tool. You only have to submit your responses once. If you cannot access the links through this email, open the attached flyer. 😊



Click to:
Submit Responses

1. Watch this video about the DE Student Toolbox. Give me a quick summary of your thoughts on this tool.
2. Check out this NEW Canvas Virtual Tour and let us know what you think. Was it helpful, did you learn anything new, was it easy to use?
3. Online Tutoring: Find out where you can access online tutoring for your Distance Ed courses. Answer the question: Where can you find access to NetTutor?

Online Tutoring
Available to all online students for any of their courses.

DE Toolbox
Frequently Asked Questions

Canvas Virtual Orientation
Dashboard

Student Weekly Announcements

Email Images	Email Message to Students
<p>Week 1</p> <p>REMINDER:</p> <p>Canvas app for iPhone and Android. The app is NOT designed for all aspects of online courses, but is very helpful.</p> <p>Make sure to have computer access for your online course. You may run into issues if you rely 100% on the phone app.</p> <p><i>“A winner makes commitments. A loser makes promises.”</i></p>	<p>Hello Everyone,</p> <p>Spring Semester begins January 21st! You may not see your spring classes on your dashboard until January 20th. Some instructors open up early but I would not be able to tell you who and when. You can check back periodically if you'd like.</p> <p>Here are some helpful PDF's that will help get you through the semester. If you have any questions please feel free to reach out to Taft College Distance Ed Support.</p> <ul style="list-style-type: none"> • Getting Started with Online Courses • DE Student Toolbox • How to Add a Class with an Add Code • How to Access Free Microsoft Downloads (Word, Excel, Power Point, and more) • How to Adjust My Pop Up Blockers- This needs to be adjusted for MATH courses • Using Office 365 in Canvas • Understanding Canvas Icons • How to Upload a Personal Picture into Canvas • How to Embed a Picture into a Discussion • How to Access Power Point for Free • How to login to TC Databases- For research projects • How to print multiple pages of a PDF on one sheet of paper- Useful for lectures • How to Find Canvas Assignment Feedback <div style="text-align: center;">  <p>Hints & Tips</p> </div> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>For anytime assistance from Canvas Support Technicians call:</p> <p>1-866-551-4903</p> <p>For the Taft College Distance Ed Support call:</p> </div>
<p>Week 2</p> <p>Hello Everyone! </p> <p>Make sure you bookmark the Student Toolbox. It is a great place to find a lot of the resources you will need when taking online courses.</p> <p><i>“If you can imagine it, You can achieve it. If you can dream it, You can become it.”</i></p>	<p>Please Watch:</p> <div style="text-align: center;">  </div> <p>Helpful Links:</p> <ul style="list-style-type: none"> • DE Home Page • DE Tool Box- Student Edition • Add & Drop Dates <div style="text-align: center;">  <p>Add & Drop Deadline</p> </div>

Email Images **Email Message to Students**

Week 3

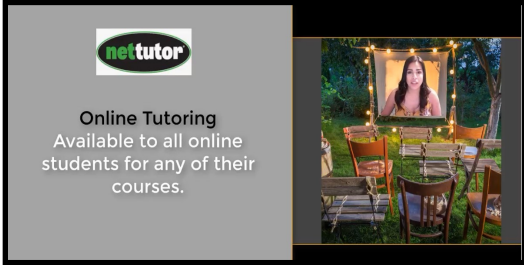
Hey Guys!

It's week 3, and if you are already hitting the books hard and still need additional help we have you covered. Make sure you take advantage of online tutoring if you need it. You can access tutoring support at any time. If live tutors are not available at night, when you're doing your work, you can drop off questions. Response time is great and you will have an answer waiting for you in your locker for any subject you use.

Here are some helpful resources for Canvas:

- [How to NetTutor Video](#)
- [NetTutor Paper Review Steps](#)
- [NetTutor Live Tutoring Sessions](#)

If you want to play, train your body. If you want to win, train your mind!



Week 4

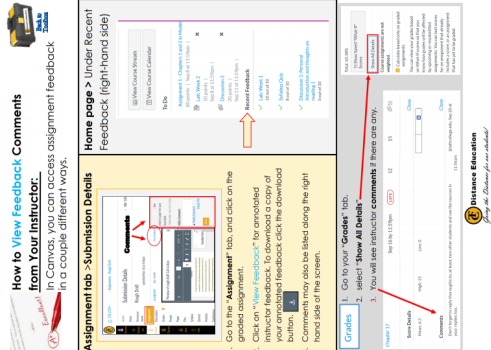
Hey There!

I hope you are all doing well, and finding your way through your online courses. Make sure you find the answers you need to the questions you have. We are here to help, and we also have a lot of resources for you guys on our DE Webpage.

Do you know how to retrieve your assignment feedback?

- [How to View Assignment Feedback](#)

"The minute you start talking about what you're going to do if you lose, you have lost."



Week 5

Term Drop Dates

Advise from Prior Students:

Do's:

- Read all announcements and check the calendar regularly so you do not fall behind and overwhelm yourself!
- communicate with your professors like you would in a classroom
- Get the canvas app and strongly utilize the to do tab

Don'ts:

- Don't wait till the last minute. Those homework assignments are designed to cover a weeks worth of work so they are going to be big
- Don't lose track of your assignments. Don't do one and think it's over, make sure to go through all the assignments and to be sure to do them on time
- don't be afraid to use the resources given! Reach out to our teachers via email, and keep your notifications on!


Week 5: Why Do I Need to Drop My class?
 (Check your classed Drop Dates here>>)

1. Not all teachers will drop you from your class if you fall behind.
2. If you **DON'T** drop, you may be left with an **FW** or **F**. This will hurt your GPA until you retake the course.
3. Right now you can drop with a "**W**", which does NOT affect your GPA.
4. A "**W**" on your record/transcripts ONLY means that you attempted to take a course.


"Many of life's failures are people who did not realize how close they were to success when they gave up." -- Thomas A. Edison

Email Images	Email Message to Students
<p data-bbox="168 107 285 138">Week 6</p> <p data-bbox="120 478 334 583">Winning is a habit. Unfortunately, so is losing.</p>	<p data-bbox="391 107 760 138"><u>Turn it In– Similarity Report</u></p> <ul data-bbox="391 163 1477 327" style="list-style-type: none"> • separate resubmit • If you have to turn in your rough draft as well as your final draft you will need to do 2 separate Titles and submissions. Please watch this video for an explanation on how to do this: <p data-bbox="391 380 1317 411">For a comprehensive guide to all things Turnitin, check out either:</p> <ul data-bbox="391 443 841 579" style="list-style-type: none"> • Canvas Guide Blog • Turnitin’s Translated Guides • Turnitin Support Services
<p data-bbox="168 665 285 697">Week 7</p> <p data-bbox="102 1010 363 1230"><i>“When facing a difficult task, act as though it is impossible to fail. If you're going after Moby Dick, take along the tar-tar sauce.”</i></p>	<p data-bbox="391 665 850 697">Did someone say scavenger hunt?!</p> <p data-bbox="391 716 1479 783">You know you need some TC swag in your life, so lets win some!!!! Get your entry's in by March 6th</p> <p data-bbox="391 804 711 835">Please answer in your email</p> <ol data-bbox="391 852 1471 1146" style="list-style-type: none"> 1. Where can you find the DE student edition toolbox? 2. Take a screen shot of the DE Homepage. 3. In the DE student edition toolbox, where can you find faculty info?; take a screen shot of one your instructor's info (email, office hours & phone numbers ect.) 4. Enjoy the virtual tour video and share what you thought could be important or helpful to you as a TC student. 5. What free software programs does Taft College offer to TC students. List them all. <p data-bbox="391 1184 951 1215">Email responses to the Distance Education Team:</p> <p data-bbox="391 1230 1295 1262">Nicole Avina; navina@taftcollege.edu Heather Cash; hcash@taftcollege.edu</p>
<p data-bbox="168 1287 285 1318">Week 8</p> <p data-bbox="90 1801 355 1871"><i>“Winners never quit and quitters never win.”</i></p>	<p data-bbox="391 1287 1451 1398">Summer 2020 Registration dates are coming up. Please log into Cougar Tracks. to look for your specific registration date. After logging in, go to Student>Registration>Registration Status to find your date.</p> <p data-bbox="391 1440 1500 1507">You can also look on the TC web page under Priority Registration for a detailed breakdown of how dates are assigned.</p> <p data-bbox="391 1598 948 1629">Helpful Tips for Online Learners</p> <ul data-bbox="391 1682 643 1713" style="list-style-type: none"> • Helpful DE Tips

Email Images	Email Message to Students
<p data-bbox="191 111 305 142">Week 9</p> <p data-bbox="105 520 349 625"><i>“Attitudes are contagious. Are yours worth catching?”</i></p>	<p data-bbox="407 132 573 157">Hello Students!</p> <p data-bbox="407 212 1154 237">I hope your semester is going well, you are more than half way there!</p> <p data-bbox="407 275 1070 310">Canvas Calendar Video Heather Made</p> <p data-bbox="407 380 654 411"><i>Quote for the Week:</i></p>
<p data-bbox="180 695 316 726">Week 10</p> <p data-bbox="105 1066 355 1203"><i>“If you want to play, train your body. If you want to win, train your mind!”</i></p>	<p data-bbox="407 659 902 699">Survey for Upcoming Terms!</p>
<p data-bbox="180 1297 316 1329">Week 11</p> <p data-bbox="105 1797 370 1934"><i>“You become successful the moment you start moving toward a worthwhile goal.”</i></p>	<p data-bbox="415 1289 1040 1329">Quotes from Last Weeks Survey</p>

Email Images	Email Message to Students
<p>Week 12</p> <p><i>"If you keep doing what you've always done, you'll keep getting what you've always gotten."</i></p>	<p>Upcoming Term: Spring 2020 is just around the corner! Here are a few important dates and reminders to keep on hand:</p> <ul style="list-style-type: none"> • Last day of Fall 2019 classes December 12th • Final Exams begin on December 16th • First day of Classes Begin Tuesday January 21st • Your Spring 2020 Canvas courses will be published (opened) for student viewing by January 20st. Some instructors open them early, but we do not know who will. It depends on the instructor. • <i>If you need any assistance with your Online classes we are still here to help!</i> • <i>Additionally, check out the available Student Resources on our website: http://www.taftcollege.edu/distance-education/Links to an external site. Links to an external site. Need Further Distance Education Assistance please reach out to our staff:</i> <p>Nicole Avina: nalina@taftcollege.edu (661)763-7917 Heather Cash: hcash@taftcollege.edu (661)763-7878</p> <div style="text-align: right;">  <p>Distance Education <i>Going the Distance for our students!</i></p> </div>
<p>Week 13</p> <p><i>"I wouldn't say anything is impossible. I think that everything is possible as long as you put your mind to it and put the work and time into it."</i> - Michael Phelps [USA]</p>	<p>With the end of the semester in sight we wanted to share our top 5 study tips to get you through the end of the semester and finals.</p> <ol style="list-style-type: none"> 1. Identify what you will be studying. Are you studying for long division? Or maybe a comprehensive final? Know what topics you need to know. 2. Set a game plan. Figure out what you need the most help on and which topics you already understand. 3. Find/create a dedicated study zone. No matter if its in your living room, your favorite coffee shop, or even the library down the street. Find yourself a dedicated study area where you can relax and focus. 4. Make sure you have a reliable internet connection, or print your materials to study on the go. 5. If you need help, ask. All of us here at TC want you to succeed. So if you get stuck or need help with one of your topics we are here to help. Below are some extra resources to help along the way
<p>Week 14</p> <p><i>"If you can imagine it, You can achieve it. If you can dream it, You can become it."</i></p>	<p>With the semester winding down we want to keep you motivated and get you to the finish line. If you need some extra inspiration look no further:</p> <p>"Only I can change my life. No one can do it for me" -Carol Burnett</p> <p>"Success is the sum of small efforts, repeated day in and day out." – Robert Collier</p> <p>" You're off to great places! Today is your day! Your mountain is waiting, so get on your way!" - Dr. Seuss</p> <p>"The difference between try and triumph is a little umph." - Marvin Phillips</p> <p>"Education is the most powerful weapon which you can use to change the world" - Nelson Mandela</p>

- Week 1**
- [Taf](#)
 - [Hov](#)
 - [Net](#)
 - [Net](#)
 - [Taf](#)
 - [Hov](#)

Email Images	Email Message to Students
<p>Week 12</p> <p><i>"If you keep doing what you've always done, you'll keep getting what you've always gotten."</i></p>	<p>Upcoming Term: Summer & Fall 2020 is just around the corner! Here are a few important dates and reminders to keep on hand:</p> <ul style="list-style-type: none"> • Last day of Spring classes May 13th • Final Exams begin on May 15th • First day of Summer Classes Begin • Your Summer 2020 Canvas courses will be published (opened) for student viewing by DATE!!! Some instructors open them early, but we do not know who will. It depends on the instructor. • <i>If you need any assistance with your Online classes we are still here to help!</i> • <i>Additionally, check out the available Student Resources on our website: http://www.taftcollege.edu/distance-education/Links to an external site. Links to an external site. Need Further Distance Education Assistance please reach out to our staff:</i> <p>Nicole Avina: navina@taftcollege.edu (661)763-7917 Heather Cash: hcash@taftcollege.edu (661)763-7878</p> <div style="text-align: right;">  <p>Distance Education <i>Going the Distance for our students!</i></p> </div>
<p>Week 13</p> <p><i>"I wouldn't say anything is impossible. I think that everything is possible as long as you put your mind to it and put the work and time into it."</i> - Michael Phelps [USA]</p>	<p>With the end of the semester in sight we wanted to share our top 5 study tips to get you through the end of the semester and finals.</p> <ol style="list-style-type: none"> 1. Identify what you will be studying. Are you studying for long division? Or maybe a comprehensive final? Know what topics you need to know. 2. Set a game plan. Figure out what you need the most help on and which topics you already understand. 3. Find/create a dedicated study zone. No matter if its in your living room, your favorite coffee shop, or even the library down the street. Find yourself a dedicated study area where you can relax and focus. 4. Make sure you have a reliable internet connection, or print your materials to study on the go. 5. If you need help, ask. All of us here at TC want you to succeed. So if you get stuck or need help with one of your topics we are here to help. Below are some extra resources to help along the way
<p>Week 14</p> <p><i>"If you can imagine it, You can achieve it. If you can dream it, You can become it."</i></p>	<p>Graduation Information</p> <p>May 1 - 15 Regalia packages are available for pick-up in the Taft College Bookstore no later than 1:00 PM on May 22th, 2020 - Graduation Day.</p> <p>May 22 5:15-5:30 PM - Commencement Check-In by the pool 5:45 PM - Rehearsal begins 6:30 PM - Line up at the Martin Memorial Stadium – Taft Union High School 7:00 PM - Commencement begins</p> <p>All graduates must be present if participating in commencement dressed in their cap and gown. The commencement ceremony will immediately follow the rehearsal.</p> <p>Important things to remember:</p> <ul style="list-style-type: none"> • NO BALLOONS OR AIR HORNS IN THE STADIUM • No tickets needed

Week 1

- [Taf](#)
- [Hov](#)
- [Net](#)
- [Net](#)
- [Taf](#)
- [Hov](#)

Email Images	Email Message to Students
<p>Week 15</p>	<p>Feedback strand survey monkey</p> <p>- TBD</p>
<p>Week 16</p>	<p>Tips from prior students:</p> <ul style="list-style-type: none"> • Just because homework is due once a week, doesn't mean you should wait till the last minute. Those homework assignments are designed to cover a week's worth of work so they are going to be big. Do a little bit a day. • With the calendar I can see everything that's due for the entire semester, so I'm never caught by surprise. • My advice to anyone considering online courses is to always communicate with your professors like you would in a classroom • Having a planner helps a lot to stay on top of online classes. Work ahead if you can and get assignments done as soon as they open up. • The best advice is set up time like you were in a regular class for all your online classes, and keep your teachers informed if you have any issues with technology or understanding. • Giving yourself time in advance to do your work and readings is really helpful! Don't wait until the last minute and don't be afraid to use the resources given! Reach out to our teachers via email, and keep your notifications on! • Read all announcements and check the calendar regularly so you do not fall behind and overwhelm yourself! • Get the canvas app and strongly utilize the to do tab.

Email Images	Email Message to Students
<p data-bbox="175 226 316 262">Week 15</p>	<p data-bbox="472 285 893 321">Feedback strand survey monkey</p> <p data-bbox="472 348 548 384">- TBD</p>
<p data-bbox="175 934 316 970">Week 16</p>	

Inspirational Quotes:

If you can imagine it,

You can achieve it.

If you can dream it,

You can become it.

I wouldn't say anything is impossible. I think that everything is possible as long as you put your mind to it and put the work and time into it

- Michael Phelps [USA]

The roots of true achievement lie in the will to become the best that you can become.

It is a rough road that leads to the heights of greatness.

Adversity cause some men to break; others to break records.

Winning is a habit. Unfortunately, so is losing.

To accomplish great things, we must not only act, but also dream; not only plan, but also believe.

The minute you start talking about what you're going to do if you lose, you have lost.

I'm a great believer in luck, and I find the harder I work, the more I have of it.

A winner makes commitments. A loser makes promises.

"Many of life's failures are people who did not realize how close they were to success when they gave up." - Thomas A. Edison

When facing a difficult task, act as though it is impossible to fail. If you're going after Moby Dick, take along the tartar sauce.

It is possible to practice anything. You can practice perfection, or you can practice sloppiness. The way you practice is the way you compete.

"Through perseverance many people win success out of what seemed destined to be certain failure."

You become successful the moment you start moving toward a worthwhile goal

If you keep doing what you've always done, you'll keep getting what you've always gotten.

Attitudes are contagious. Are yours worth catching?

If you want to play, train your body. If you want to win, train your mind!

Winners never quit and quitters never win