

Student Welcome to (x) Term Email (Before School Starts)

Hello Taft College Students,

The Distance Education team is excited to welcome you to Taft College's distance education (DE) courses. DE courses may be **hybrid** (there are synchronous sessions either in Zoom or on-campus) or fully **online** (remote and asynchronous). These courses use **Canvas** learning management system.

These courses may be challenging at times, so DE the team has provided you with resources to help you overcome any obstacle that may come your way. Please take note of our email and phone numbers.

If you need to meet with us in person, please call our phone number to make an appointment. The DE office is in G-1 building.



Campus Support (DE Office) office hours: 8:00am-4:30pm

- Email: DESupport@TaftCollege.edu
- Call: 661-763-7917

For **after-hours tech support**, call Canvas Support Technician

- 1-866-551-4903

Distance Education Website for more information



- www.taftcollege.edu/distance-education/

Hello Everyone,

Spring 2022 starts Jan 17, 2022! You may not yet see your course shells on your **Canvas dashboard until the first day of the term**. Most instructors make their courses available to students at that time, but some may not. Please check back in Canvas periodically.

Here are some **Student Resources** that will help prepare you and get you through the semester successfully. If you have any questions, please feel free to reach out to our Taft College DE Team.

- [Getting Started with Online Courses](#)
- [Starting the Semester Off Right](#)
- [DE Student Toolbox](#)
- [How to Add a Class with an Add Code](#)
- [How to Access Free Microsoft Downloads](#) (Word, Excel, Power Point, and more)
- [Logging into Canvas](#)

Email Images	Email Message to Students
<p>Week 1</p> 	<p>Welcome to Week 1!</p> <p>Are you ready to use Canvas, our learning management system, to get to your course?</p> <p>Get your term started right and check out these very helpful Student Resources.</p> <ul style="list-style-type: none"> • Canvas Virtual Tour • Understanding your Canvas Icons • Canvas Calendar • Using Office 365 in Canvas • Suggestions for Canvas App <p>Don't forget if you need further assistance to reach out to your Taft College DE Support Team.</p> <div style="border: 1px solid black; padding: 10px;"> <p>For Anytime assistance from Canvas Support Technician's call:</p> <ul style="list-style-type: none"> • 1-866-551-4903 <p>Campus Support (DE Office) office hours: 8:00am-4:30pm:</p> <ul style="list-style-type: none"> • DESupport@TaftCollege.edu • 661-763-7917 <p>Distance Education Website: https://www.taftcollege.edu/distance-education/</p> </div>
<p>Week 2</p> <p>Quote:</p> <p>"If you can imagine it, You can achieve it. If you can dream it, - Author Unknown</p>	<p>(Week 2 Greetings) </p> <p>Hello Taft College Students!</p> <p>Make sure you Bookmark the Distance Education Student Toolbox (see below) as one of your favorites. It is a great place to find student resources you will use while taking online courses. Additionally check out the Helpful Links.</p> <p>Toolbox Link:</p> <ul style="list-style-type: none"> • DE Student Toolbox <p>Helpful Links:</p> <ul style="list-style-type: none"> • Add & Drop Dates • How to login to TC Databases • How to Adjust My Pop-Up Blockers – Note: This needs to be considered for Math courses

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Week 3

Quote:

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



Hello Taft College Students,

Yes! You've arrived at Week 3. (Fireworks, please.) You are already hitting the books hard. If you feel you need additional support – we've got you covered. Take advantage of the Online Tutoring Services available to you as a student. You can access tutoring support at any time. If live tutors are not available, when you need support, you can drop off questions. Response time is great, and you will have an answer waiting for you in your student 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](#)

Do you know how to retrieve your assignment feedback in Canvas?

- [How to View Assignment Feedback](#)

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Week 4,5,&6

Hello Taft College Students,



Hints & Tips

I hope you are all doing well and finding your way through the term and your online courses.

Student Alumni shared some Student Success Tips and we're sharing them with you:

Do's:

1. Read all announcements and check the Calendar regularly, so you don't fall behind and get overwhelmed
2. Set aside time to study by placing it in your calendar schedule
3. Set up your notifications in Canvas
4. Communicate with your Instructor regularly either through Phone, Email, or Canvas Message
5. Download and utilize your Canvas App

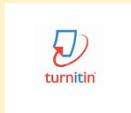
Don'ts:

1. Don't wait until the last minute. Assignments are designed to cover course materials assigned by your instructor.
2. Complete one assignment and double check on the others coming up. You may have more than one due.
3. Don't be afraid to utilize your resources and ask for help or more guidance. You are your best advocate.

Don't forget to check out the **Add & Drop Dates** for the term.

Webpage for Drop/Dates: [Admissions](#) | [Register \(taftcollege.edu\)](#)

Week 7&8



Helpful Tips When Using TurnItIn in Canvas

Using Turn it In– Similarity Report in Canvas:

- Have access to your completed assignment – Saved
- Use a durable device
- Use Google Chrome to login to Canvas, select your TurnItIn assignment
- Upload your assignment and complete prompts from TurnItIn

How To Videos Below: (The interface of their Canvas accounts might look a little different than TC's)

[Click Here to Watch how to Upload an Assignment and View your Originality Report](#)

[Click Here to Watch how to Upload an Assignment to TurnItIn in Canvas](#) with Google Docs

Winning is a habit.
Unfortunately, so is losing.
Keep winning.
-Unknown

Week 9,10 &11

*"Attitudes are contagious.
Are yours worthcatching?"*

Unknown

Future Term Registration Dates:

Ready – Set – Go!

Registration dates are coming up, so look on the TC web page under [Priority Registration](#) for a detailed break-down of how dates are assigned.

Additionally, log into [Cougar Tracks](#): to look for your specific **Registration Date**. After logging in, go to: [Student>Registration>Registration](#) Status to find your date.

Week 12,13 & 14

*"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]

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.

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 it's 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. Have a schedule of study time incorporated into your weekly/daily routine. It is so easy to put study time off, don't fall short.

Everyone at TC want you to succeed. So, if you get stuck or need help with one of your topics we are here to help. You can find tutoring help in the Library for that F2F experience – (upon availability), also consider the Online Tutor resource with NetTutor.

Week 15,16&17

*"If you can imagine it,
You can achieve it.
If you can dream it, You can
become it."*

Graduation Information

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