



Welcome to [course #]!



Welcome to the [course number] online course, [course name]! I am your instructor [your name], and I hope that you will find this course intellectually challenging, informing, and even fun. If this is your first online class, it's OK to feel a bit anxious. But don't worry too much because your fellow students and I will be there to help you succeed. And as long as you have a positive attitude, discipline, and a good work ethic, you will succeed!

Class Delivery

This class is delivered and taught 100% online; there are no on-campus requirements. [if teaching a hybrid course, list class meetings]

Course Description

[Describe your course here. Try not to use the official course description from the catalog; make it more student-centered. For example: a) write to your students, not about them; b) catch their attention by asking a question that will excite their curiosity; and c) explain how the knowledge and skills they'll learn in your class will help them now or in the near future.]

Student Readiness

Are you ready for online classes? You should have received an email from Las Positas with a link to self-enroll in the Quest for Online Success tutorial course. If you haven't already self-enrolled, [click here to self-enroll](#). The tutorial is intended to help new and experienced online learners succeed in their classes.

Also, Las Positas conducts orientations at the beginning of each semester to familiarize students with Canvas and to give them tips on how to succeed online. Although these are not specific to any courses, consider participating in one, particularly if you are new to online learning. [Learn more about LPC Online Learning Orientations.](#)

Student Commitment

To be successful in this class, make sure to do the following:

- Read the entire syllabus.
- Consistently check email, notifications, and announcements.
- Review the course calendar for due dates, and submit assignments on time.
- Participate in discussions (posts and replies)
- Communicate with your instructor if you have any problems or concerns.

Computer Skills

Online courses require adequate computer skills. You must be able to:

- Navigate the learning management system (Canvas)
- Receive and respond to email
- Download and upload files to Canvas, and
- Use a word processor (such as Microsoft Word)

Technical Requirements

Although you can use late-model mobile devices (such as Android or iOS phones and tablets) for some things, you should plan on doing the majority of your work (especially exams and assignments) from a reasonably late-model notebook or desktop computer (Mac or PC, have Chrome and Firefox installed; Chrome is the preferred browser). If you do decide to use your mobile device for some of your class work, use the free Canvas app (called “Canvas by Instructure”) available in iTunes (for iOS) and the Google Play Store (for Android). Either way, you will need high-speed internet access.

Class Email

By default, your college Zonemail account will be used in Canvas. You can change this to your personal email account or set up forwarding in Zonemail. [Learn more about email in Canvas.](#)

Textbook

[Required textbook(s) including ISBN and costs].

Other Materials

[List other required materials for the class, if applicable.]

Course Availability

The course will be available on the Chabot-Las Positas Community College District’s Canvas system beginning [enter date].

Login instructions for Canvas

1. Open your web browser, and go to <https://clpccd.instructure.com>. (Be sure to bookmark this page.)
2. Enter your W number, and if you haven’t used Canvas before, your initial password will be in the format of the first two letters of your first name, followed by the first two letters of your last name (all lowercase), followed by the last four digits of your W number. Example: Maria Valdez with a W number of W98765432 would enter password mava5432.
 - a. After logging in, change your default password by going to Account – Settings – Edit Settings – Change Password, then clicking Update Settings.

Get Started in the Class

While logged into Canvas, click Dashboard, and then enter this class. Follow instructions to get started. To help ensure a successful beginning, get started on the first day. Here is the LPC Instructor’s Withdrawal Options for Distance Education Courses:

“The instructor may drop students who miss the first meeting of a course. The first meeting of online or hybrid Distance Education courses is the first day of the class as specified in the class schedule listing. For these courses, instructors may drop students who do not log into their Canvas course and/or complete indicated activities by the third day of classes. DE instructors may drop students if they have not submitted work and/or accessed the class for two consecutive weeks. For Summer courses, DE instructors may drop students if they have not submitted work and/or accessed the class for one week.”

Online Proctoring

This class might use the online proctoring service Proctorio to remotely proctor quizzes and exams. If so, you will need to use a desktop computer or laptop when taking quizzes and exams, and you will need the [Chrome](#)

[browser](#) with the [Proctorio extension](#) installed. Depending on the options chosen by the instructor, you and anyone else in your room can be recorded via your web cam, any web browsing can be recorded, your browser can be locked down, and your ability to print can be disabled, among other features.

Proctorio recordings are only available to your instructor and other college officials, and the extension only runs during the quiz or exam. Therefore, no student privacy rights are violated, nor is the security of computers or laptops jeopardized. Proctorio is designed to help maintain the academic integrity of online exams. Proctorio offers 24/7 support and can answer your questions by chat by clicking the shield icon in Chrome, by email at support@proctorio.com, or by phone at 1-866-948-9087 or 1-480-428-4076. For more information, see the [LPC Online Proctoring - Proctorio FAQs page](#).

Available Help

Contact [LPC's technical support desk](#) during weekdays to get any Canvas problems solved. During nights and weekends, you can contact Canvas directly at 1-844-600-3467.

Students with Disabilities

If you are a disabled student and need special accommodations this semester, please let me know. Visit the [LPC Students with Disabilities page](#). You should also be registered with LPC's [Disabled Students Programs and Services](#).

Finally...

If you have any questions or concerns about the class, email me at [\[you email address\]](#). I will get back to you as soon as I can. I look forward to "meeting" you in class.

[your name]