



# 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, congratulations on “taking the leap” into this exciting method of learning.

## 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

[introduce your course to your students, you can also copy the catalog description here]

## 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

Your commitment will require at least as much time as you dedicate to a traditional class. Necessary skills include:

- Carefully reading online lectures and textbook chapters
- Participating in online activities and watching online videos
- Participating in online discussions, and
- Completing assignment, quizzes, and exams

Conscientiousness, attention to details, and skills in reading and writing are critical for success. [example only, edit to meet your class requirements]

## Computer Skills

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

- Navigate the course 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). Do NOT plan to participate in this class solely from a mobile device. 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. It is critical that you 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 Blackboard 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.”

## Available Help

You can get your Canvas questions answered 24x7 by calling Canvas directly until June 30. Beginning July 1, you can call Canvas to get your nighttime and weekend questions answered. The student Canvas number is 1-844-600-3467. All daytime support will be handled by [LPC’s technical help desk](#) beginning July 1. One

exception: Because the LPC campus is closed Fridays during the summer, the only student and faculty support available on the following Fridays is calling Canvas after 5 p.m.: July 6, July 13, July 20, July 27, Aug. 3.

### Students with Disabilities

If you are a disabled student and need special accommodations, please let me know. If you aren't already registered with the college's [Disabilities Resource Center](#), you will need to do so.

### 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]