Welcome to ==[course #]==

Course Name: ==*[course name here]*==
Section #: ==*[section # here]*==
Instructor: ==*[instructor name here]*==

Course delivery: This course is delivered and taught 100% online; there are no classroom meetings. ==*[example only, may edit for your class]*==

Course Description: ==*[copy from course syllabus]*==

Student Readiness: Are you ready for online classes? Please take about 15 minutes to review what it means to take an online class by watching the Introduction to Online Learning presentation at: https://apps.3cmediasolutions.org/oei/01-Introduction-to-Online-Learning/index.html

Student Commitment: Your commitment will require at least as much time as you dedicate to a traditional class. A typical three credit hour class requires about nine hours per week of your time on average. You will need to possess the skills to:
- carefully read online lectures and textbook chapters
- participate in online activities and watch online videos
- participate in online discussions, and
- complete weekly quizzes.

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 Learning Management System (Canvas)
- receive and respond to your CR email
- download and upload files to the Canvas, and
- use a word processor (such as Microsoft Word)

It is your responsibility to meet the technological demands of the course. ==*[example only, edit to meet your class requirements]*==

Computer Requirements: Most computers and internet providers are adequate provided they are less than five years old. You should have high-speed internet (such as broadband) service from cable, DSL, or satellite providers as there are videos that require this speed. You need to have reliable access to the internet for the duration of the course. Anticipate problems with your computer and internet access (including power outages) by not waiting until the last minute to submit assignments. It is your responsibility to meet the class deadlines.

Portable Devices vs. Computers: Although you can use late-model portable devices (such as Android or iOS phones & 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). *Do NOT plan to participate in this class solely from a portable device.*   If you do decide to use your portable 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). Do not try to connect to Canvas using a web browser on a portable device. Your experience with Canvas will be a lot better using the app.   *[example only, edit to meet your class requirements]*

Proctored Exams: *Inform students whether or not there will be proctored exams. For example* "There are no proctored exams for this class" *or* "There are two proctored exams which must be taken at one of the CR campus sites or by arrangement with the instructor."   *[example only, edit to meet your class requirements]*

Textbook: *Required textbook(s) including ISBN and costs (if possible).*

Other Materials: *List other required materials for the class, if applicable.*

Course Availability The course will be available on CR's Canvas system beginning _____. On or after that date, you must login to Canvas at https://redwoods.instructure.com to enter our "classroom." *[We strongly suggest that you provide your syllabus and schedule to students at least 7 calendar days before class begins. If you do so by way of publishing your Canvas shell, then remember that you must ONLY provide information prior to "day one" but NOT allow students to submit any assignments before "day one", due to contractual reasons.]*

Login instructions for Canvas:
    1. Open your web browser and go to https://redwoods.instructure.com
    2. Your Username is the same as your **Webadvisor User ID** (e.g., flast123 - first initial + lastname + last 3 digits of your student ID number.) Your initial password is your 6-digit birthdate (mmddyy).
    3. Once logged in, on top left-hand side of the screen you should see a drop down menu of your Courses.

Canvas Help:
There are instructions on the basics of Canvas and additional help with preparation for taking an online course at College of the Redwoods at: http://redwoods.edu/online/

Confirm your presence in the online classroom: Log in to the website and post to the "Student Introductions" discussion forum no later than 11:59pm on _____ to confirm your presence in the online classroom. Doing so will confirm your enrollment in the course and avoid being dropped as a "no show."   You can and will be dropped from the class if you do not log in and post to the "Student Introductions" Discussions forums inside the online classroom by _____.   No exceptions will be made. A student from the waiting list may then be added in your place.
[example only, edit to meet your class requirements]

Additional Information from the Instructor: *Add any other material you want the students to know.*

For more information contact: *Your name and email address.*