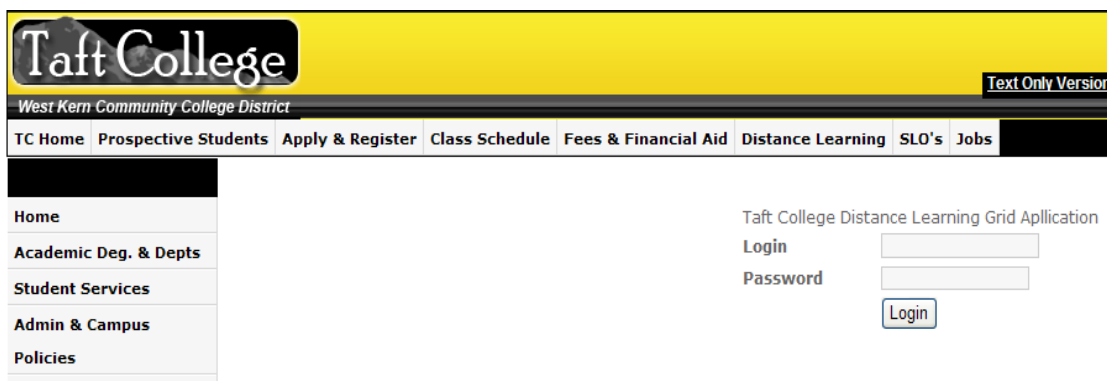


Instructions for Distance Learning Faculty Orientation Forms

Completing/Updating Orientation Page

1. Go to the Taft College web page at: www.taftcollege.edu or current Distance Learning Orientation Grid
2. Click on Academics or Faculty Login button if on the Distance Learning Orientation Grid
3. Click on Degrees & Departments
4. Under the Distance Learning options, click on Faculty Orientation Login
5. The Taft College Distance Learning Grid Application Login Page will appear



The screenshot shows the Taft College website interface. At the top, there is a yellow header with the Taft College logo and a "Text Only Version" link. Below the header is a navigation menu with the following items: TC Home, Prospective Students, Apply & Register, Class Schedule, Fees & Financial Aid, Distance Learning, SLO's, and Jobs. On the left side, there is a vertical menu with the following items: Home, Academic Deg. & Depts, Student Services, Admin & Campus, and Policies. On the right side, there is a login form titled "Taft College Distance Learning Grid Application" with fields for "Login" and "Password", and a "Login" button.

6. In the Login field, type your Banner Instructor ID
 - a. Example: A000123456
 - b. Contact the HR department if you have forgotten your Instructor ID
7. Your password is MonthDay of birth
 - a. Birthday is April 11th, 1982 (04/11/82) Password = 0411
8. The Instructor Grid will appear listing your scheduled course(s) per term

Instructions for Distance Learning Faculty Orientation Forms

[Text Only Version](#) [Prospective Students](#)

TC Home [Prospective Students](#) [Apply & Register](#) [Class Schedule](#) [Fees & Financial Aid](#) [Distance Learning](#) [SLO's](#) [Jobs](#)

[Login Form](#) [Logout](#) [Student Grid](#) [Instructor Grid](#)

Ricardo Garcia is logged in.

This is a password protected area only accessible to members.

Click on the for each class you want to add/edit information.

FALL 2010

CRN	Subject	Course Number	Class Section	Course Title	Units	Instructor	Class Meets	Online
50040	BUSN	1500	30	Introduction to Business	3	Garcia, Ricardo	08/23/2010 - 12/17/2010	OFF
50292	BUSN	1500	40	Introduction to Business	3	Garcia, Ricardo	08/23/2010 - 12/17/2010	ON

SPRING 2011

CRN	Subject	Course Number	Class Section	Course Title	Units	Instructor	Class Meets	Online
20032	BUSN	1500	30	Introduction to Business	3	Garcia, Ricardo	01/18/2011 - 05/19/2011	OFF

9. Click on the blue plus sign to view the course orientation page & information

10. The selected Distance Learning Orientation Form will appear

11. You have the following Navigation options available

[Login Form](#) [Logout](#) [Student Grid](#) [Instructor Grid](#)

- a. Login Form – this will take you back to the Faculty Orientation Login screen
 - b. Logout - this will log you out of the Taft College Distance Learning Grid Application
 - c. Student Grid – this will take you to the grid that the students view
 - d. Instructor Grid - this will take you back to your list of courses
12. You will see information that is being pulled from Banner
- a. Semester, CRN, Course, Course Title, Course Description, Units, Class Meets, Instructor Name, Email
 - b. Any changes to these fields must be done through Banner and/or the Curriculum & General Education Processes

[Login Form](#) [Logout](#) [Student Grid](#) [Instructor Grid](#)

FALL 2010 Distance Learning Orientation Form	
Semester	FALL 2010
CRN	50040
Course	BUSN 1500 30
Course Title	Introduction to Business
Course Description	Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture A survey course designed to give the student an overview of the functions, objectives, organization and structure of business and its importance in a free enterprise system.
Units	3
Class Meets	08/23/2010 - 12/17/2010
Instructor Name	Garcia, Ricardo
Email	rgarcia@taft.org

Instructions for Distance Learning Faculty Orientation Forms

13. The fields with text boxes need to be reviewed and changed if needed
- a. All fields are REQUIRED
 - i. Telephone
 1. Please enter the telephone in the following format
 - a. Example: 6617637700
 - b. No Spaces
 - c. No Dashes
 - d. This field only allows 10 characters
 - e. If you do not have a telephone, please type 111
 - ii. Office Location
 1. If no on campus office, type N/A
 - iii. Student Contact Hours
 1. Hours listed cannot overlap with Office Hours or any other Taft College contracted hours (For example, a 3 unit course must show three 50 minute hours of contact)
 - iv. Estimated Time per Week
 1. Amount of time students can expect to work on your class
 - v. Special Requirements
 1. Tell students any important information they need to know before they begin your course
 - vi. Assignments & Tests
 1. Include a listing of what students can expect
 - vii. Proctored Exams
 1. If you require proctor exams, please select Yes from the drop down box
 2. If you don't require proctor exams, please select No from the drop down box
 - viii. Additional Comments
 1. Add any additional comments you would like to tell students
 2. This field can be left blank
 3. Formatting can be performed in this field
 - a. You can use Bold, Italic, Underline, Bullets, Right Indent, Left Indent, Link URLs, Unlink URLs, change Font Colors, change Font Family and change Font Size



- b. Once you have entered in all the information, please click the **Submit** button
 - i. **YOU MUST CLICK THE SUBMIT BUTTON IN ORDER TO PROCESS YOUR INFORMATION EVEN IF NO CHANGES WERE MADE**

Instructions for Distance Learning Faculty Orientation Forms

- c. Reset
 - i. This will reset the information back to the last submitted data

14. Please note that if information for a course was entered into the Distance Learning Grid Application in a previous semester, you will have that information being displayed in the entry fields. You must click the Submit button in order to import the information into the current course orientation page.

15. After you click the Submit button, a Thank You page will appear.
- a. Click on the CRN link to view the Orientation page

Thank You.

Click link below to see your updated class info

[50040](#)

[Login Form](#)

[Logout](#)

[Student Grid](#)

[Instructor Grid](#)

16. The Orientation page for the course will appear

Course Information	Distance Learning Orientation
Semester	SPRING 2010
CRN	20030
Course	BUSN 1054 30
Course Title	Office Procedures
Course Description	Advisory: Typing speed of 35 words per minute strongly recommended; 24 hours lecture; 24 hours lab (48 hours total) This comprehensive course for secretarial and clerical majors provides training in general office procedures, including filing, postal services, telephone techniques, use of transcribing machines and other office machines. It introduces basic data and word processing concepts and telecommunications technology and stresses the importance of office relations, good grooming, and personality development.
Units	2
Class Meets	01/19/2010 - 05/20/2010
Instructor Name	Shah, Karen
Email	kshah@taft.org
Telephone	The Instructor does not have a telephone available
Office Location	N/A
Office Hours	N/A
Student Contact Hours	Thursday, 4:00 - 6:30 p.m.
Course Details	
Textbook And Estimated Costs	<input type="button" value="View Book Information"/>
Estimated Time Per Week	Students can expect to spend approximately 3-6 hours per week reading and completing required assignments.
Special Requirements	Access to an IBM compatible computer system, a Windows-based operating system, Microsoft Word, email, and Internet capabilities are recommended for submitting assignments electronically.
Assignments & Tests	Students will complete fifteen assignments and one final exam.
Proctored Exams Are Available	Yes Click here to go to proctor procedures page
Additional Comments	Proctored Exams: Yes. All proctors must be approved and meet the established standards. Proctor qualification forms are accessible at the distance learning site. Postage required to send proctored exams to the instructor is the responsibility of the student. See the Proctor Identification Procedures for directions on how to set up a proctor for approval. ***** Because this is a distance learning course, attendance is not an issue; however, turning assignments in on time is. If you do not meet the first assignment deadline, it will be assumed that you do not wish to stay in the class and you will be dropped from the course. After that, it is your responsibility to drop the course. Drops will not be backdated. Contact the counseling center or the distance learning help desk to drop the course.
Syllabus	Click here to download syllabus

Instructions for Distance Learning Faculty Orientation Forms

Textbook and Estimated Costs

Please note that Textbook Information is being pulled from the Bookstore Booklook. Please contact the Bookstore for any modifications to Textbook Information.



Offline Course Syllabus

1. If the course is an Offline course, then you will need to send the Syllabus for your course to Clarissa Espino (cespino@taft.org)
2. Save the file with the following format
 - a. Make sure the file is a Rich Text Format file (.rtf)
 - b. Year + Semester + Subject + Course Number + Section Number
 - i. 2010SPRINGBUSN105430.rtf
3. When the file has been uploaded to the DL Server then the Syllabus field will state "Click here to download syllabus".
 - a. Clicking the link will allow you to open the syllabus or save the syllabus



4. If the file has not been uploaded to the DL Server then the Syllabus field will state "File has not been uploaded yet"



Need Help

Please contact Clarissa Espino in Distance Learning for any questions regarding this distance learning orientation process at extension 7917 or (661) 763-7917.