Dear Students,

Greetings and welcome to Course Name! My name is XXX XXXX, I’ve been an instructor at PCC for the past 10 years and I’m excited to be your instructor in an online discovery of XX (course topic).

# ABOUT THIS COURSE

This is a fully online course, which means there are **no** on-campus meetings

This is a **1** credit course in which you should expect to spend about **3** hours per week on coursework. Make sure to also build in time to complete homework, which is in addition to your coursework.   
  
We’ll be using the textbook, *Understanding X*, 10th edition, 2011 by John Doe, which can be accessed /obtained XXX (describe where and how to get the required and/or optional course materials)  
  
In this class we will be covering the following topics:

* What is X?
* The basics of X
* Details of X
* Applying X

If this is the first time you have taken an online course, you may want to review this [Introduction to Online Learning Tutorial](https://apps.3cmediasolutions.org/oei/modules/intro/story/).

# ACCESSING THIS COURSE

We will be using the PCC’s Canvas learning management system. You can log in to Canvas at [https://canvas.pasadena.edu/.](https://canvas.pasadena.edu/)  You can also find a link to Canvas on PCC’s web site, on the top menu of each page. Look for the word “Login”.   
  
Your username is your Institution ID Number (IIN) which is the last 8digits on your PCC Lancer ID card. If you’re having trouble with your username or password, contact the PCC [HelpDesk](http://www.pasadena.edu/its/helpdesk.cfm) for assistance.   
  
You can log in to the class in Canvas starting **Wednesday June 17 at XX am** (PST). (this is the date/time you will open (“publish”) your course to students).

In order to take this class, you’ll need access to a computer that has ([these minimum specifications).](https://pasadena.edu/academics/pcc-online/technology-requirements.php)

If you have never used Canvas before, check out this [Canvas Overview for Students](https://community.canvaslms.com/videos/1124-canvas-overview-students) before class starts.

# GETTING STARTED

Once you’ve logged in to our class in Canvas, make sure to read/watch the Welcome Announcementon the homepage, that will give you more information about what we’ll be doing this term and about what you need to do to get started (like where to find the required course Check-in assignment).

You will need to complete the **course Check-in Assignment** no later than **Monday June 22 at 11:30pm** (PST). Doing this tells me that you have “shown up” to class and are ready to start learning! Logging in to Canvas is not enough to show me that you’re present.   
  
You’ll find more detailed information about the class the Syllabus,which you will find on the home page of the course.

# ADDITIONAL RESOURCES

Online courses at PCC meet ADA accessibility guidelines. If you have any specific needs that you think I should be aware of, please feel free to contact me before the course begins. PCC’s Disabled Students Programs & Services is also available to assist you during this course. You can email them at [**dsps@pasadena.edu**](mailto:dsps@pasadena.edu) or call (626) 585-7127 for assistance.

If you’ve never taken an online course before and want to know more about what skills you need to be a successful student online, check out the [**Distance Education website**](http://online.pasadena.edu/) where there is lot of helpful information to get you started with online learning.

# CONTACT

If you have any questions about the class, you can e-mail me at XXXX@pasadena.edu.

I look forward to meeting you online!

XXXXXX