Dear Student,

Welcome to Counseling 070, Distance Learning and Strategies for success! You have registered for Section 12655, an online class. We will have no in person meetings. This course will provide you with the skills necessary to be a successful online student. The goal of this course is to prepare you for the challenges of online and distance education classes by encouraging your individual initiative, confidence and motivation.

**After completing this course, you should be able to:**
- Use both synchronous and asynchronous chat
- Set priorities and manage your time using a weekly planner
- Develop word documents
- Use the internet for research
- Utilize the features of Blackboard
- Define internet terminology
- Identify online resources
- Gain self-awareness of your own readiness for distance education
- Understand the difference between the internet and the World Wide Web (WWW)
- Understand the basics of using search engines

In order to take this class, you must have access to a computer, internet services and e-mail. All communications are done through e-mail, chat rooms or the discussion board.

Keep in mind that this is an 8-week course (October 20, 2014 thru December 13, 2014). You will be expected to log onto the blackboard site at least every other day. I will be posting announcements, assignments, discussion items, and quizzes that you will be expected to participate in each week. Keep in mind that all quizzes, assignments and discussions must be completed by the posted due dates. No late work will be accepted.

All course work will be completed online using Blackboard. Be sure to complete the Blackboard orientation. You will not be able to sign into Blackboard class prior to October 10, 2014. [https://bb9.canyons.edu/](https://bb9.canyons.edu/)
If you add my class after October 10, 2014, it may take two business days before your account is created in Blackboard. If you cannot logon after two business days, please send me an e-mail.

<table>
<thead>
<tr>
<th>USERNAME</th>
<th>YOUR 7-digit Student ID (ex. 1234567)</th>
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<tbody>
<tr>
<td>PASSWORD</td>
<td>student</td>
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Once you log in, you should change your password to something unique that you will remember. Your password does not reset to “student” each semester.

Distance education is not for everyone, please exam your personal learning style preference. You should be self-motivated, independent, enjoy spending time on the computer, have the ability to articulate your voice in written language and have the time required to complete the class.

Are you ready for distance education? If you do not know, please take the following distance learning self-assessments: How prepared are you for distance learning? In addition, determine your technology know-how quizzes at http://www.canyons.edu/offices/distance_learning/info/Assessments.asp


If you have any questions that need to be answered in advance, feel free to call me (661) 362-3340 or send me an e-mail (diane.solomon@canyons.edu). I will respond to you within 48 hours. Please write COUNS 070 # 12655 in the subject line.

I’m looking forward to having you in my class.

**Diane Solomon**

Counseling Professor

College of the Canyons