Orientation Letter for Water 061 – Wastewater Treatment & Disposal II

Hybrid Class

Hello and welcome to Water 061 – Wastewater Treatment and Disposal II. My name is Nick Steffen and I will be your instructor this semester. In this course you will learn the fundamentals of wastewater treatment and prepare yourself to take the certification exams from the State Water Resources Control Board.

Course Format

The content of this course is the same as when I teach this class in a traditional format. The class meetings will be held on Thursdays. Refer to the course syllabus for specific times of class meetings. The classes can either be attended on the COC campus or remotely via WebEx. In addition to course lectures, we will be utilizing the learning management software, Canvas. This allows for class discussions and exams to be completed off campus. Reading and homework assignments will also be required for this course. Please review the course syllabus for specific assignments and due dates.

Canvas

If you are enrolled in the class, you should login to Canvas starting on the first day of class. The direct link to Canvas is: https://coc.instructure.com. You should log in as soon as possible to check out the syllabus and calendar.

Part of being successful in an online class is learning the material and the other part is being comfortable with the format so that you can access the material. If you are new to online courses I strongly suggest you investigate some of the online tutorials. If you need help with Canvas, you can email cvsupport@canyons.edu. General Canvas support will be available after hours (5pm-8am) at (884) 698-7484.

Technical Requirements:

This course is offered using Canvas. The following links provide information and assistance for Canvas and online learning.

- Distance Learning Home Page: http://www.canyons.edu/offices/distancelearning/Pages//default.aspx
- Canvas resources and tutorials: http://www.canyons.edu/Offices/DistanceLearning/Pages/canvasAccess.aspx
- Access to the course: https://coc.instructure.com/login/canvas (not accessible until first day of course.)
**WebEx**

WebEx is a video conferencing/training/meeting system. I am very excited to be able to integrate this technology into the program and our courses and I strongly believe that you will enjoy using it as well. Your login information will be emailed to you just prior to the start of the semester. It will also be posted in Canvas. The minimum system requirements for WebEx can be found here:

[http://kb.webex.com/WBX4830](http://kb.webex.com/WBX4830)

WebEx is easy to use and can be accessed from your computer, tablet, or mobile device. Additional information about joining a WebEx meeting and the ability to join a test WebEx meeting can be found here:

[http://www.webex.com/test-meeting.html](http://www.webex.com/test-meeting.html)

If you need help, WebEx support can be reached at 877-509-3239.

To login in for the class meetings follow the following steps:

1. Go to [www.webex.com](http://www.webex.com)
2. Click “Join” in the upper right hand corner
3. Enter the Meeting Number: 927 432 062
4. Enter your name and email address
5. Click “Join”

Please feel free to email me with any questions at nick.steffen@canyons.edu. I will attempt to answer emails I receive within 24 hours. In the subject line of your email please put Water 060 and be sure to include your full name in the email.

The water industry is a fascinating subject and a rewarding career. I look forward to helping you achieve your educational and professional goals.

Nick Steffen  
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Water Systems Technology  
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