

# Welcome to Evergreen Valley College

## Fall 2020 Online Learning Resources

### You Are Not Alone!

#### I. Why Are We Here?

COVID-19 has changed the college experience in Fall 2020. All courses are being taught remotely in Fall 2020:

- Real Time (Synchronous): online class with scheduled Zoom meetings at the times listed
- Asynchronous: online class with no scheduled Zoom meetings

[104799](#) 208 Lec MW 07:45 AM—09:05 AM 08/31/20— 12/17/20 REALTIME Wilson, Scott

Note: # This is a synchronous, online class with scheduled Zoom meetings at the times listed above. Students will use the college's learning management system, Canvas, for all coursework and classes. For additional class-specific requirements, please email the course instructor at [Scott.Wilson@evc.edu](mailto:Scott.Wilson@evc.edu)

After registering, find out [how to log in to Canvas](#)

[104801](#) 209 IO 08/31/20— 12/17/20 Saleem, Huma

Note: This is a fully asynchronous online class with no scheduled Zoom meetings. Students will use the college's learning management system, Canvas, for all coursework. For additional class-specific requirements, please email the course instructor at [Huma.Saleem@evc.edu](mailto:Huma.Saleem@evc.edu)

After registering, find out [how to log in to Canvas](#)

Taking an online course is different than walking into a classroom. Be sure you have stable Internet Access, Computer, Webcam, Headset/Microphone.

**ALL FALL CLASSES  
DELIVERED VIRTUALLY (ONLINE)**

**See Virtual Campus**

## II. CANVAS: Access all your courses on Canvas

### A. Log in to Canvas: <http://sjeccd.instructure.com>

\*Download the Mobile App: “Canvas Student”



*For New Student:*

1. Click the “Activate/Reset Password” link on Canvas site
2. Enter your MyWeb username then click “Request Password”
3. Check your email then click on “Click here to set a new password”
4. Change password
5. Log in to Canvas

Canvas/Myweb Username = first 2 letters of your **first name** +  
first 2 letters of your **last name** +  
last 4 digits of your **EVC ID number**

Example: Jane Smith, EVC ID 0123456 – Username is jasm3456

More information: <https://www.sjeccd.edu/district-services/ITSS/canvas/student-login-instructions>

Video: <https://www.youtube.com/watch?v=3bvl47AFgT4&feature=youtu.be>

### Contact District Help Desk for Log in Problems:

- Phone: (408) 270-6411
- Email: [ITSS.Helpdesk@sjeccd.edu](mailto:ITSS.Helpdesk@sjeccd.edu)

### B. Navigating Canvas

*Find your courses in Canvas:*

- Global Navigation – Courses
- Dashboard

*Modules:*

- Course content and material
- Discussions
- Quizzes, Assignments, Exams

*Check your Grades and view Calendar for due dates*

### C. Communicating in Canvas:

*Check the Announcements*

*Use Inbox:*

- Contact your instructors and classmates
- Instructor contact information is on the Homepage

*Use Zoom in Canvas:* your Real Time class meetings

### D. Canvas Support:

Utilize the [Canvas Student Guide](#)

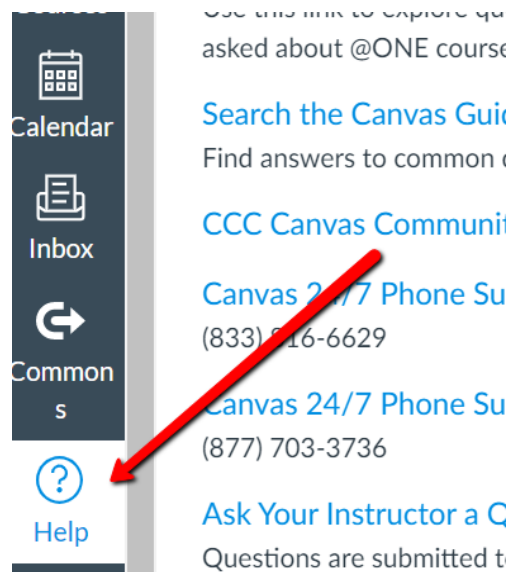
Click the “Help” icon on Global Navigation

Canvas Support (Open 24/7):

- Call: (844) 303-5596
- [support@instructure.com](mailto:support@instructure.com)

EVC Canvas Training for Students: <https://sjeccd.instructure.com/courses/20328>

EVC Student Introduction to Canvas: <https://sjeccd.instructure.com/courses/2384>



### III. Preparing for Online Learning:

#### A. First Day and First Week of Class Orientation:

*Real Time (Synchronous) Courses:*

- **Attend** the Zoom meeting on your first day of class to mark your attendance and secure your spot (contact your instructor for more information)
- **Complete** the first week's module and assignments on Canvas

*Asynchronous Courses:*

- **Attend** the online Orientation and/or watch the recorded Orientation video to mark your attendance and secure your spot
- **Complete** the first week's module and assignments on Canvas

#### B. Participation = Attendance:

Online attendance is not marked by your physical presence in a classroom, but rather by your participation and engagement with the course activities and assignments.

If you fall behind, reach out and work with your instructor. Communicate with your instructor before deciding to drop the course.

#### C. Tips for Online Learners:

Log in to Canvas and participate in courses regularly

Complete assignments on time by due dates

Communication in writing: practice netiquettes, review before click send/submit

Ask questions when needed: email your instructor, connect with classmates

Manage your time and follow your schedule

Get familiar with the technology

#### **D. Pisces/Net Tutor Online Tutoring:**

1. Open any of your courses on Canvas
2. Open the Pisces/Net Tutor Online Tutoring link on the lower left-hand navigation
3. Open an online tutor room or the subject you need help with

**Tutoring Center:** <https://www.evc.edu/current-students/tutoring-center>

**Library's Online Research Help:** <https://www.evc.edu/library>

#### **E. Getting Ready:**

Find and Purchase Your Books:

- <https://list.follettdiscover.com/sanjosecitycollege#!>
- <https://www.evc.edu/current-students/bookstore>

Loaner Laptop Link:

<https://app.smartsheet.com/b/form/50b0f3fa8b184abdbe34236c8160723d>

Free or Low-Cost Internet:

<https://www.evc.edu/academics/academic-affairs/distance-education>

Virtual Campus Resources: <https://www.sjeccd.edu/virtual-campus>



## IV. Successful Online Learning:

### A. Workspace for Remote Learning:

Prepare materials: headset/earbuds, textbook, pens, notebook, electronic devices, etc.

Minimize and eliminate distractions:

- Find a quiet space, if possible
- Silent or turn off all notifications at time of lecture and studying
- Avoid multitasking
- Avoid surfing webs and social media, etc.

### B. Time Management:

Set and manage your priorities

Prepare a weekly time plan

Organize short-term and long-term commitments

Complete your assignments way ahead of time (emergencies may arise)

Don't procrastinate

Free time comes when you are in control of your time

- Take break every hour
- Rest your eyes often (1 minute every 20 minutes on the computer)
- Hydrate: keep water next to you
- Talk to family/household about your class/study schedule and for space/support
- Reach out to classmates to study

## Guideline For Taking Classes at EVC

The recommended formula for determining the expected amount of **TOTAL TIME** required for success in a class is as follows:

FORMULA: 2 hours of study time for each **UNIT** you are taking

EXAMPLE:	<u>3-unit lecture class</u>
In Class Time =	3 Hours
X	<u>2 Hours of Study Time Per Unit</u>
	6 Hours of Study Time

3 Hours of Class Time
<u>+ 6 Hours of Study Time</u>
<b>9 Hours per week for 3-unit class</b>

If you take 12 units, budget 36 hours per week!

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**C. Services and Resources:** <https://www.evc.edu/current-students>

Please Don't Hesitate – Resources and Services are available for FREE.

CHECK YOUR EMAIL OFTEN!

- Food Distribution: <https://www.evc.edu/current-students/student-life/student-pantry-resources>
- COVID-19 Resource Guide: <https://www.sjeccd.edu/FoundationSite/Documents/Student%20and%20Community%20Resources%20revised%205.29.20.pdf>
- Financial Aid: <https://www.evc.edu/current-students/financial-aid-and-scholarships>
- Admissions and Records: <https://www.evc.edu/current-students/admissions-and-records>
- Student Health: <https://www.evc.edu/current-students/support-programs/student-health-services>
- And many more Support Programs: <https://www.evc.edu/current-students/support-programs>

**D. Accessibility and Accommodations: Disabilities Support Program (DSP)**

Be an EVC student and have a documented disability that results in educational limitations to be eligible for DSP services.

Supportive Services:

- Specialized Counseling Services
- Classroom Support
- Test-Taking Assistance
- Priority Registration
- American Sign Language Interpreters and Captioners
- Tutoring
- Alternate Media Formats

Summer & Fall 2020 Remote Office Hours

- Mon-Thurs: 8 am - 5 pm and Friday: 8 am - 3 pm
- (408) 270-6447
- [evc.dsp@evc.edu](mailto:evc.dsp@evc.edu)

## E. Important Dates to Remember:

<https://www.evc.edu/current-students/academic-calendar>

<b>FALL REGULAR 2020 Dates - Students enrolled in fall short term classes (less than 16 weeks) should drop by the first scheduled class meeting to avoid receiving a "W" and being charged registration fees.</b>	
8/31/20	FALL REGULAR SESSION BEGINS
9/7/20	Labor Day - campus closed
9/13/20	<b>LAST DAY TO DROP</b> fall <b>REGULAR</b> session classes <b>without</b> receiving a "W" on record or being assessed fees. <b>LAST DAY TO DROP</b> fall <b>REGULAR</b> session classes <b>with</b> eligibility for a refund of registration fees. <b>LAST DAY TO ADD</b> via MYWEB using Add codes for fall <b>REGULAR</b> session classes (10 pm)
9/14/20	<b>CENSUS DAY</b> <b>FIRST DAY</b> of Withdrawal "W" period for a Fall <b>REGULAR</b> semester class
9/25/20	<b>LAST DAY TO APPLY</b> for a refund of enrollment fees if classes were dropped on or before September 13, 2020 <b>LAST DAY TO SUBMIT</b> Credit/No Credit forms to the Office of Admissions and Records
10/1/20	Graduation/Certificate Petitions for Fall 2020 due in the Office of Admissions and Records
11/11/20	Veteran's Day - campus closed
11/26/20 – 11/29/20	Thanksgiving Holiday – campus closed
11/23/20	<b>LAST DAY TO DROP</b> a fall <b>REGULAR</b> session classes and receive a "W" on record
12/11/20	English final exams - no regular day classes meet. Friday evening classes will meet as scheduled.
12/17/20	FALL <b>REGULAR</b> SESSION ENDS
1/08/21	FALL SESSION 2020 grades available online at MyWEB <a href="http://myweb.sjeccd.edu">http://myweb.sjeccd.edu</a>

## EVC COUNSELING

<https://www.evc.edu/current-students/counseling>

If you belong to a special program, please contact them to set up an appointment with your Counselor: EOPS, OASSIS, CalWORKs, Veterans, YESS, DSP, Enlace, AFFIRM, ASPIRE, Business & Workforce



**EVERGREEN**  
**VALLEY COLLEGE**