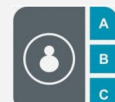




Faculty Toolbox



[Academic
Calendar](#)



[Faculty
Directory](#)



[STAFF
Directory](#)




 Click on the linked resources below for additional information.




Offline Faculty Check-list


To-Do List (2 weeks Before semester)


Complete Check-list **Each Term** You Teach Offline

[Welcome to Offline!](#)  Read this letter before you fill out any of the Distance Ed Offline instructor forms.

[Offline Instructor Preferences Form](#)  This form tells the DE office how to process your offline course materials.

IF you require proctored exams,

» [Offline Course Proctoring Form](#)  please fill this form out. If not, skip this step. This will be sent to the DE office for general reference.

» [Individual Proctoring Exam Form:](#)  This will be filled out and attached for every **proctored exam**.

* Provide prepared exams and Individual Proctor Exam Form one week prior to the Exam due date.

Course Syllabus- Send in to DE Office ASAP*
Email this in to hcash@taftcollege.edu **Prior to the beginning of the semester (ASAP)**. You will also provide a copy to all students (+2) when your **first week's course materials** is turned in.

*Semester planning is done off these syllabi. It helps DE Staff to have a copy before online courses begin.

Offline Faculty Zoom Orientation – Keep an eye out for the announced time and date for the faculty zoom orientation. Meet with the DE Coordinator and Instructional Aid to ask any questions you may have about teaching offline.

Important Dates



» **Two weeks before the term begins:** Work through the **Offline Faculty Check-list** above.
* [All Hyperlinked Preference forms](#) on this toolbox.

» **EACH Proctored Exam/s & The Individual Proctoring Exam Form** needs to be submitted to the DE Office **1 week prior** to the exam date.


» **Submit Syllabus ASAP please:)** The DE office prepares all Offline course procedures and schedules from the syllabi dates. Thank you so much for trying to get us your syllabus **Before the Semester begins** We apologize for the short time frame.

Offline questions or concerns: Email this in to hcash@taftcollege.edu or call 661-763-7878.


Communication Forms


(commonly used forms by Offline Faculty)



» [MCCF Correspondence Form:](#)  This form is used for general communication between faculty and Student

» **Assignment Feedback Form** : This can be used to give feedback on multiples assignments and the course grade. Fill-out and complete any areas that apply.

 [PDF:](#) Handwrite on this printable version

 [DOCX:](#) This word doc is convenient update, print, and send out.

Important Tips!

» When Dropping Off Course Work:

Sort your weekly packets by student

Example: Create packets for each student. Student packets contain:

- Assignment sheet,
- Power Point,
- Feedback sheet from past week's work.

Separate work by course

Example:

TMCCF

DSL -9 packets

DE - 3 Packets

