### Important Dates

- **Two weeks before the term begins:** Work through the **Offline Faculty Check-list** above.

- **Submit Syllabus ASAP please:** The DE office prepares all Offline course procedures from the syllabi dates. Thank you so much for trying to get us your syllabus **Day 1 of In-service. We apologize for the short time frame.**

- **Each Proctored Exam & Copy of Proctoring Exam Form** needs to be submitted to the DE Office **1 week prior** to the exam date.

### Offline Faculty Check-list

**To-Do List (2 weeks Before semester)**

- **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.

- **Offline Course Proctoring Form**
  - **If** you require proctored exams, please fill this form out. If not, skip this step.
  - **If you require proctored exams**, make sure to drop off your exam and the Proctoring 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**. **Day 1 of In-Service.** For In-Service dates look on the current **Academic Calendar**. You will also provide a copy to all students when your course materials are 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. Here you will web meet with the DE Coordinator to ask any questions you may have about teaching offline.

### Offline Procedure Forms

( commonly used forms by Offline Faculty)

- **MCCF Correspondence Form**
  - This form is used for general communication between faculty and Student.

- **TCI Correspondence Form**
  - This form is used for general communication between faculty and Student.

- **Assignment Feedback Form**
  - This can be used to give feedback on multiple 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.

- **Individual Proctoring Exam Form**
  - This will be filled out and attached to each proctored exam.

### 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 facility**
    - **Example:**
      - TCI - 15 packets
      - TMCCF - 9 packets