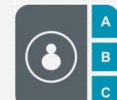




# Faculty Toolbox



Academic  
Calendar



Faculty  
Directory



STAFF  
Directory




 Click on the linked resources below for additional information.




## Offline Faculty Check-list To-Do List (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.

### **\*NOT Available due to Covid-19 Restrictions**

- 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](mailto:hcash@taftcollege.edu) Prior to the beginning of the semester (ASAP). You will also provide a copy to all students (+2) when you turn in your **first week's course materials**.

*\*Semester planning is done off these syllabi. It helps DE Staff to have a copy before 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 Team to ask any questions you may have about teaching offline.

**(August 21, 2020 @ 10 A.m. to 11A.m.)** 

Hyperlinked Zoom Meeting


## Communication Forms (commonly used forms by Offline Faculty)




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

- **Assignment Feedback Form:** This can be used to give feedback on multiples assignments and provide course grade updates.

**Fill-out and complete any areas that apply.**

 **PDF:** Handwrite on this printable version

 **DOCX:** This Word doc is convenient, for updating, printing, and sending out cumulative GPA.

## Important Dates



- **Before the term begins:**

\*Work through the **Offline Faculty Check-List**

### **\*NOT Available due to Covid-19 Restrictions**

- \* Submit - **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 or call [hcash@taftcollege.edu](mailto:hcash@taftcollege.edu) (661)-763-7878.

## Important Tips!

- **When Dropping Off Course Work:**  
**(Suggestion) Sort Materials by week**

**Example:** Week 1 packet, week 2, etc...

Student and staff work easily with materials in this format.

### **Sort & Package your packets by student**

**Example:** Create packets for each student.

Student packets contain:

- Assignment sheet/s,
- Power Point/s sheets—(Legible)
- Feedback sheet/s

### **Separate work by course**

**Example:** Label Courses

**ENGL -9 packets**

**READ - 3 Packets**

