



What to Consider and Expect when taking an Online/Hybrid Class

All ONLINE classes and online portions of HYBRID classes are conducted through Canvas, a Learning Management System (<https://ilearn.laccd.edu>).

Students must have access to a computer and appropriate software in order to participate in an online/hybrid class (see page 3 for definitions of these terms). In an online class, you are not required to meet in person; however, ALL instruction, interaction with peers and instructors are conducted using Canvas. (Note: A hybrid class has one or more class sessions online and can have up to 50% of the content and activities held online.)

Online/hybrid courses require of the student and instructor **the same amount of course work and hours outside of the classroom as traditional courses**. You will be expected to log into Canvas multiple times per week to view materials, participate in discussions, and turn in assignments.

Before signing up for an online/hybrid class, carefully consider the following:

1. Participation and “Attendance” in an Online Class

- Just as in a face-to-face class, you are expected to “attend” class regularly by logging into Canvas and participating in the course, turning in assignments, etc.
- Instructors often require students to complete an assignment in the first few days of the term to make sure that students are actively participating in a class. Make sure to log in on the first day of the term and check for any assignments that are due in the first few days of the class to make sure that you are counted as active in the class.
- Check your online class syllabus to see your instructor’s policy on participation and attendance in that online class.

2. Due Dates

- All assignments, quizzes, tests, research papers, reading materials, and any other required material will have weekly deadlines that need to be met.

3. Time Management

- Time management must be taken into consideration before taking an online class. Since there are no set times that the class meets, it will be up to you to plan when you will log into Canvas and complete work (multiple times per week).

- Due dates are different for each class, but students should be aware that time spent online using a computer to complete assignments could take three (3) or more hours per week to successfully participate in an online course.

4. Weekly Discussions

- You may be required to review and to respond to questions presented by your instructor.
- You may be asked to respond to peers in the same forum.

5. Online Weekly Assignments

- Assignments online are similar to those done in a face-to-face class.
- Weekly homework is to be expected.

6. Online Weekly Quizzes

- Most online classes require students to take quizzes/tests throughout the semester. These tests are administered via Canvas and are taken online using a computer.
- Some quizzes/tests are timed.

7. Team or Group Assignments

- Teams may be asked to work together on assignments within Canvas for the course.
- You, as well as the members of your team, will be responsible for working together and completing any assigned task.

8. Reading Material and Syllabus

- A book(s) is normally required.
- Additional reading material may be required, such as posted articles, lectures, overview material, and so forth.

9. LASC Library Access for Online Students

- LASC Library Online Resources including e-books and scholarly journal articles are available to current LASC students 24 hours a day online.
- Go to: http://libguides.lasc.edu/lasc_library
- Check with your instructor for current semester passwords.

Course Classifications and Definitions

ONLINE	HYBRID	WEB ENHANCED
<p>Online: An Online course is offered 100% online. STUDENTS ARE NOT REQUIRED TO MEET FACE-TO-FACE FOR OFFICE HOURS, HOMEWORK, TESTS, AND DISTRIBUTION OF RESOURCE MATERIALS OR FOR ANY OTHER COURSE COMPONENT. An online course shall utilize features of the Learning Management System, such as Course Documents, Discussion Boards, Virtual Classrooms, Groups, Assignments, External Links, Digital Drop Boxes and Grade Books, etc. All course instruction, materials, assignments, and discussions are posted and completed online. Online courses require of the student and instructor the same amount of course work and hours outside of the classroom as traditional courses.</p>	<p>Hybrid: If one or more class sessions (up to 50%) is replaced with online content and/or activities, it is considered a Hybrid course. TEACHING IS A COMBINATION OF FACE-TO-FACE MEETINGS AND ONLINE TEACHING (NOT TO EXCEED 50 PERCENT). A Hybrid course can utilize features of the Learning Management System, such as Course Documents, Discussion Boards, Virtual Classrooms, Groups, Assignments, External Links, Digital Drop Boxes and Grade Books, etc. The course can be offered during regularly scheduled class times or with Online components that replace some of the regularly scheduled class meetings. Notice of face-to-face class sessions will be given by instructors in their syllabus. Hybrid courses are noted as such in the schedule of classes.</p>	<p>Web-Enhanced: Is a regular class (FACE-TO-FACE) that utilizes web OR A CANVAS COURSE SHELL FOR RESOURCE MATERIAL, INSTRUCTION, SYLLABUS, AND UPLOADS OF ASSIGNMENTS ONLY. Classes must meet as scheduled on campus. NO IN-CLASS TIME CAN BE SUBSTITUTED FOR TIME SPENT IN THE CANVAS COURSE SHELL FOR RESOURCES. Any required use of technology will be stated in the course syllabus.</p>