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Welcome to Web Essentials!

WEB ESSENTIALS

VALENCIA COLLEGE: DIG2100C
ORIENTATION MODULE

Web Essentials Course Orientation

Welcome to Web Essentials

West Campus - Bldg.3 Room 151A

Instructor: John Sousa | Email: jsousa@valenciacollege.edu

Office hours are available by appointment

In this course, students will become familiar with essential concepts used to employ critical thinking and basic programming skills to create standards compliant web sites. Students also learn the importance of usability, accessibility, and web standards when creating projects.

Students are encouraged to view the course orientation video



Students are expected to review this module in its entirety. To navigate through this module click the "next" button at the bottom of the page. Once you do you will become familiar with the following:

- [Meet Our Web Essentials Instructors](#)
- Learn about [Course Communications](#)
- Learn about [Course Information + Schedule](#)
- Learn about our [Course Textbook + Supplies](#)
- Become familiar with [Course Policies](#)
- Learn about [Grading & Assignments](#) in this course
- Learn about [Zoom Conferencing](#)
- Find out about [Student Support Services](#)
- Learn [Technology Requirements & Skills](#)
- Gain access to [Course Resources](#)
- [Learn Canvas & Canvas Support](#)

Start Module: What you need to complete

By the end of this module you will be expected to do the following:

- Participate in a [Discussion: Introduce Yourself](#)
- Complete a [Course Introduction: Assessment](#)



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Meet Our Web Essentials Instructors

Amanda Kern

Valencia email: akern@valenciacollege.edu

Valencia office: 1-222 east campus

Office Phone number: 407-582-2720

My name is Amanda Kern, – please refer to me as Amanda. Not professor, not Mrs. Kern. Just Amanda will do. Prior to my time at Valencia, I served nearly six years in the Army. I am a graduate of Valencia where I hold 3 associates degrees (1 general AA and 2 AS degrees in graphics/interactive). I've been teaching at Valencia since 2004. Typically I teach web design and interactive courses, but occasionally I get to step in to teach print courses which I enjoy equally as much.

In spring 2009 I graduated from SCAD (Savannah College of art & design) with a Bachelors in Digital Media with a concentration in Interactive Design. I completed the first year in the masters program at SCAD but elected to take a break from my studies in order to focus on my career, business, and family. In 2018 I returned to UCF and completed a Master's degree in Nonprofit management in 2020.

I've been practicing photography professionally since 2008 – where I primarily specialize in photographing newborns, families and children. I also contribute a lot of my photography and design experience to various non-profits including Now I Lay Me Down to Sleep, the Down Syndrome Association of Central Florida, Help-Portrait, and the Spina Bifida Association of Central Florida. In 2015 I founded the new non-profit, Redefining Spina Bifida.

Don't hesitate to reach out this semester – I'm online often and here to support you all.



Mandy Froelich

Valencia email: abonilla6@valenciacollege.edu

Hello there! My name is Amanda Froelich, but you can call me Mandy.

I graduated from Valencia in 2007 with an AS in Interactive Design (so I was once taking this course just like you are)! Since graduating, I've used my skills as a web designer at an agency, for freelance work, and now as a designer at Disney. I joined the Valencia team as an adjunct instructor in 2013 and teach Web Essentials online.

I love web design! Brainstorming to come up with really user-friendly ways of laying out websites and interactions is one of my favorite challenges, and then figuring out how to use HTML and CSS to implement those ideas sometimes makes me feel like an internet wizard! Along with HTML and CSS, I'm also proficient in Javascript and PHP.

I will be here with you every step of the way through this course, answering any questions you have, so ask me anything you want at any time!

I try to reply to questions within 24 hours of the time you've asked your question, during regular business hours (Monday - Friday), with the exception of days and times when the college is closed.

Please contact me through the [Canvas Inbox](#). If for some reason Canvas is unavailable, you can email me here: abonilla6@valenciacollege.edu



John Sousa

Valencia email: jsousa@valenciacollege.edu

Valencia Office: 3-222 west campus

Office Phone number: 407-582-1952

My name is John Sousa, feel free to refer to me as John, Mr. Sousa, or professor. (honestly, I'll probably respond to anything as long as you address me politely). I am a graduate of Valencia's Graphics & Interactive Program (the same program that you are probably enrolled in). I've been teaching at Valencia since 2012. I teach a variety of entry-level print and interactive courses, but occasionally I teach the Portfolio Prep course which I enjoy equally as much.

Good luck this semester – I will be here to assist you throughout the course – answering whatever questions you may have.

All questions and communication should be sent via your [Canvas inbox](#). I do check Canvas messages regularly and do my best to respond promptly each day. You can expect your questions



to be addressed within 24 hours of the time you've asked your question, during regular business hours (Monday - Friday). I receive all canvas emails via canvas and Valencia email, however, if you should need to contact me beyond canvas above is my contact information.

Arin Partington

Valencia email: apartington1@valenciacollege.edu

Hi there! My name is Arin Partington, but you can just call me Arin.

I'm a recent graduate of the A.S. in Graphic & Interactive Design at Valencia, however I also hold a B.A. in Psychology and an M.A in Educational Leadership both from UCF. Prior to attending Valencia, I worked in higher education as a career counselor and advisor for over 12 years, so I have lots of experience working with students!

While completing my degree at Valencia I landed a job as a graphic designer at UCF where I did print and web design for UCF Global. Currently, I'm a communications manager at a nonprofit. I'm the main website manager for my company so I can truly attest to how helpful the skills you will learn in this course, and the rest of the program at Valencia, really are. As someone in the field once told me, you don't have to know it all, you just have to know enough to be dangerous!

Good luck this semester! I will be here with you every step of the way to answer any questions you may have.

I try to reply to questions within 24 hours of the time you've asked your question, during regular business hours (Monday - Friday), with the exception of days and times when the college is closed.

Please contact me through the [Canvas Inbox](#). If for some reason Canvas is unavailable, you can email me here: apartington1@valenciacollege.edu



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Course Communications

The following information offers guidelines for course communications this semester.

Contact Your Instructor

You may contact me in various ways during this semester.

- You may contact your instructor through the [Canvas Inbox](#) Monday-Friday. You can expect a response to your message within 48 hours with the exception of days and times when the college is closed.
- You may email faculty to address personal concerns at their Valencia email address.
- In your messages, please indicate your course number (CRN) so that faculty may better assist you.
- If you prefer to speak to your faculty directly, email to schedule a phone or video conference.

When to contact your instructor

Here are some great reasons you should contact the instructor directly:

- If you have had an emergency arise that is affecting your performance
- If you have questions about any assignments. If something is unclear ASK. However, be sure you've read the instructions and assignment in it's entirety FIRST.
- If you are having problems troubleshooting. Be sure you have resourced to the best of your ability to solve the problem first.
- If you are having troubles accessing Canvas. Any problems with Canvas should be also reported directly to Canvas help staff.
- If links in Canvas don't work.
- If there is a discrepancy or suspected typo with questions or assignment requirements. If you're unsure - ASK!

Netiquette

The term "netiquette" refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) - Net + Etiquette = netiquette. Netiquette, while a general term, is complex at specific levels because there are so many different kinds of electronic environments, and so many different situations in which we may find ourselves in those environments.

It is our responsibility to be aware of our textual presence as it reflects upon our professional responsibilities, to ourselves and to our parents and students. In order to maintain a positive online environment, we all need to follow the netiquette guidelines summarized below.

All students are expected to:

- show respect for the instructor and for other students in the class
- respect the privacy of other students
- express differences of opinion in a polite and rational way
- maintain an environment of constructive criticism when commenting on the work of other students
- avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is not acceptable. Each item listed below is grounds for removal from the class.

Students should not:

- Show disrespect for the instructor or for other students in the class
- Send messages or comments that are threatening, harassing, or offensive
- Use inappropriate or offensive language
- Convey a hostile or confrontational tone when communicating or working collaboratively with other students
- USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!

Expectations of Students

- Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week. To effectively communicate with our students, Valencia uses e-mail as the primary means of notifying students of important college business and information dealing with classes, registration, deadlines, financial assistance, tuition and fees, etc. **Students are responsible for any official communication sent through Atlas e-mail.**
- Students can expect to devote 3 hours per credit hour each week to this course.
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Community Building](#) from Valencia's Peace & Justice Institute. Some highlights from these principles are:
 - Create a hospitable and accountable community
 - Suspend judgment
 - All voices have value

Expectations of Instructor

- The Instructor will provide a variety of feedback on submitted assignments usually within 1 week.
- The Instructor will address students following the guidelines as indicated in [Our Practice of Respect and Community Building](#) from Valencia's Peace & Justice Institute.
- The Instructor will notify students of changes to the course work via the Inbox or Announcements tools.

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Course Information + Schedule

Course Description

Web Essentials | DIG2100C

In this course, students will become familiar with essential concepts used to employ critical thinking and basic web coding language to create standards compliant web sites. Students also learn the importance of web standards, validation and debugging when creating projects.

There are no prerequisites for this course.

Course Outcomes

This course will cover a variety of topics related to web essentials to help students eager to learn how to create web sites. Major course topics includes basic html/css syntax, troubleshooting across platforms and browsers, validation, project planning and organization, and understanding basics of target audiences, usability, accessibility and web standards.

Major course learning outcomes include:

- Understand how internet browsers and platforms affect web site creation
- Develop error free web pages using basic web coding language

Important Dates

To view all of Valencia's Important Dates for the current year visit [Valencia's Important Dates Calendar](#).

WEB ESSENTIALS COURSE FALL SCHEDULE

Week 1	Orientation Module • Review Orientation Module • Complete Course Introduction: Assessment and Discussion: Introduce Yourself (Required Academic Activities required to avoid No-Show reporting) Module 1: Getting to Know HTML • Read Chapter 1. Review LM 01: Learning Outcomes (and all content within module) • Complete LM 01: Assessment • Complete LM 01 Assignment: Your First Webpage
Week 2	Module 2: Meeting the 'HT' in HTML • Read Chapter 2. Review LM 02: Learning Outcomes (and all content within module) • Complete LM 02: Assessment • Participate in LM 02 Discussion: Beginner Code Review + Debugging
Week 3	Module 3: Building Blocks • Read Chapter 3. Review LM 03: Learning Outcomes (and all content within module) • Complete LM 03: Assessment • Participate in LM 03 Discussion: What Makes a Good Website? • Complete LM 03 Assignment: 3-Page Website
	Module 4: Get Connected

Week 4	- Read Chapter 4. Review LM 04: Learning Outcomes (and all content within module) - Complete LM 04: Assessment - Participate in LM 04 Discussion: Text Editors - Complete LM 04 Assignment: Lists & Links Module 5: Adding Images to your Pages - Read Chapter 5. Review LM 05: Learning Outcomes (and all content within module) - Complete LM 05: Assessment
Week 5	Module 6: Standards, Compliance and all that Jazz - Read Chapter 6. Review LM 06: Learning Outcomes (and all content within module) - Complete LM 06: Assessment - Participate in LM 06 Discussion: Code Review, Debugging & Validation Module 7: Getting Started with CSS - Read Chapter 7. Review LM 07: Learning Outcomes (and all content within module) - Complete LM 07: Assessment - Participate in LM 07 Discussion: Questions?
Week 6	Module 8: Styling with Fonts & Colors - Read Chapter 8. Review LM 08: Learning Outcomes (and all content within module) - Complete LM 08: Assessment - Participate in LM 08 Discussion: The Importance of Validation - Complete LM 08 Assignment: Using an External Stylesheet
Week 7	Module 9: The Box Model - Read Chapter 9. Review LM 09: Learning Outcomes (and all content within module) - Complete LM 09: Assessment - Participate in LM 09 Discussion: Review Your Learning Progress - Complete LM 09 Assignment: More CSS Practice
Week 8	Module 10: Divs & Spans - Read Chapter 10. Review LM 10: Learning Outcomes (and all content within module) - Complete LM 10: Assessment - Participate in LM 10 Discussion: Learning CSS - Complete LM 10 Assignment: One Column Layout
Week 9	Module 11: Layout & Positioning - Read Chapter 11. Review LM 11: Learning Outcomes (and all content within module) - Complete LM 11 Assignment: One Column Layout
Week 10	NO DEADLINES THIS WEEK
Week 11	Module 12: HTML5 Markup - Read Chapter 12. Review LM 12: Learning Outcomes (and all content within module) - Complete LM 12 Assignment: Multiple column layout
Week 12	Module 13: Tables & More Lists - Read Chapter 13. Review LM 13: Learning Outcomes (and all content within module) - Complete LM 13 Assignment: Two Column Layout Final Project

	• Review Final Project Learning Outcomes (and all content within module) • Participate in Final Project Discussion: Web Techniques
Week 13	Final Project • Participate in Final Project Discussion: Sharing progress
Week 14	Final Project • Complete Final Project Participate in Final Web Essentials Reflection Discussion

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Course Textbook + Supplies

We will be using the Head First HTML & CSS 2nd edition book. You can purchase the book at the campus bookstore, on [amazon](#), or on [O'Reilly's head first web site](#). Source html/css files from the book can be downloaded directly from the Head First web site.

It is important you purchase this book in the first week of the semester – you will use it regularly every week.

What supplies will I need?

Below are a list of recommended supplies. Some supplies are available at Valencia Bookstores.

- Access to a computer with high speed internet access and current internet browsers (Chrome, Firefox, or Safari)
- Access to a text editor (Brackets, Notepad, Text Wrangler, Sublime Text, BBedit, etc). **Please do NOT use Word, Dreamweaver or Text Edit in this course because they often pose problems and lead to increased errors.**
- Access to a current version of Photoshop
- External hard drive or online cloud storage for backup
- Required textbook: Head First HTML & CSS by Elisabeth Robson; Eric Freeman
- Pencils and paper (tracing or plain) will be needed for notes, thumbnail sketches and rough drafts.
- Your Brain :)



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Course Policies

In this course, you will experience a variety of learning activities to help you meet the course learning outcomes. To have the most meaningful learning experience, I believe your experiences matter and it is important to connect what we learn to your "real world." This means that active participation, timely submission of assignments, and ongoing dialogue are necessary for you to be successful.

No-Show Policy

Required Attendance Activity

If you do not log in to the course during the first week and complete the Academically Related Attendance Activity, you will be withdrawn from the class as a "no show". Students who are not actively participating in an online class and do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a no show, you will be financially responsible for the class, and a final grade will appear on your transcript for the course.

Late Work/Make-up Policy

What do I need to know about deadlines?

Just as in the workplace, due dates are considered deadlines. For that reason, **assignments, assessments, discussions, exercises, or projects will not be accepted late**. You will receive a zero for anything not submitted by the deadline. Failure to meet deadlines will affect your performance in this course.

I do understand that life happens. Missed deadlines due to serious illness or other emergency will be accepted with appropriate documentation. Please contact me as soon as possible to come up with a plan to make up missed assignments so that you can stay on track.

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.

Attendance Policy

This is a totally online course, therefore, attendance is not formally taken each week as you might be use to in a face to face course. However, you are expected to participate weekly in course assessments, assignments and discussions. In an online course, not completing coursework is equivalent to missing class and will make it tough to get caught up. You must have access to the Internet to complete the course requirements. Students should be aware of the following related to our course attendance policy:

- Your online attendance will be checked weekly based on your participation in the course and submission of coursework.
- In the event of an extended absence, you should contact me via email or phone as soon as possible to indicate the reason.
- After the withdrawal deadline, students will receive the final grade that is earned according to the course grading policy.

The Withdrawal Policy

Per [Valencia Policy 4-07 \(Academic Progress, Course Attendance and Grades, and Withdrawals\)](#), a student who withdraws from class before the withdrawal deadline will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. Any student who withdraws from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." Students are encouraged to speak with faculty prior to deciding to withdraw. It's also important to

Speak to your advisor or a student services staff member to understand how withdrawing will impact financial aid or other types of student status. If after those consultations you decide to withdraw, you may do so using [these steps](#).

How much time do I need to devote to this course?

The College recommends that students spend 3 hours for each credit hour of the course to be successful, approximately 6 hours per week for this course.

The Graphics lab is available for your use so that you can avoid the problems of using incompatible hardware or software at home. There are Graphics Labs on East (Bldg 3, Room 213), West (Bldg 3, Rooms 150-156) and Osceola (Bldg 1, Rooms 244 & 246) campus. Open lab hours will be posted on each classroom door.

The lab is in constant use and computers are not infallible. Save early, save often and when disk space allows, save incrementally. Windows users especially should be aware that Windows will sometimes corrupt files with erroneous information at the end of a file. This doesn't always affect their usage on the PC they were created on, but those files will be unopenable in the lab.

Academic Honesty Policy

During the planning stage students are encouraged to interact, but all work should still be done by the student turning in that project. You should not allow anyone to use your mouse or keyboard to complete any part of a project. All work turned in under the name of each student is expected to be that of the student turning it in. Cheating of any sort will not be tolerated. If caught cheating, you risk receiving a 0 (zero) for that project and the potential to be withdrawn from the class. Lab personnel may assist you if you are having problems with the operation of the computer or to answer questions concerning software applications, but they are not to do any part of your work nor are they tutors. Plagiarism or Copyright Infringement is cheating (refer to your Student Handbook)

Academic Honesty Related to Coding

During this course you will be expected to create web pages using HTML & CSS you learn in this course. You may have heard that many web designers "copy" or use existing codes available through template or resource web sites. It is imperative that you understand that the work in this course must be your own and utilizing code such as templates from outside resources is not acceptable. You are, however, encouraged to reference and resources tutorials and other resources on the web to develop a stronger understanding of the code used to build web pages. If you are caught utilizing a preexisting template for a project, you will receive a zero for the project and risk being withdrawn from the course.

College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).

Privacy & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the [Family Educational Rights and Privacy Act \(FERPA\)](#), including third party tools and services used in this course. Privacy policies for the tools used in this course are listed below.

Technology Privacy Policies

- [Valencia College privacy policy](#)
- [Canvas privacy policy](#)
- [YouTube privacy policy](#)
- [CodePen privacy policy](#) ↗

If you have any concerns or issues with any of these requirements or policies, please contact your instructor.



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Grading & Assignments

How will I be graded in this course?

The final grade will be determined by grades earned on the above assignments. You will be graded on a percentage system.

A grade of a "C" or better is required for graduation requirements students seeking an AS degree or using as a prerequisite for another course.

Final course grades of "A," "B," "C," "D," or "F" shall be assigned based upon the student's academic achievement upon the completion of all course work, including the required final project.

This syllabus may be altered, at the instructor's discretion, during the course of the term. It is the responsibility of the student to make any adjustments as announced.

What exactly will we be doing in this class?

Readings & Assessments. You will be reading 1-2 chapters from the required textbook weekly and completing assessments by the set deadlines. You are tested on the information you learn from the textbook because it is *essential* to building websites properly.

Assignments. Assignments are created to give you hands on practice with material you will be reading in the book.

Discussions. You are expected to login weekly, participate in assigned discussions by the set deadline, and use appropriate language while communicating online.

Final Project. A final project will reinforce the skills you have learned all semester. The project will involve creating a web site using HTML & CSS. The project will be assigned the first week of class, however, it is not due until the FINAL class.

Final Project is Required

Because there is no final exam for this course **you are required to turn in a Final Project by the deadline or you will receive an F for the course.**

Grading Criteria

A = 90-100%

Exceptional achievement, demonstrated in work of keen understanding and optimal mastery of course competencies. Earned for exemplary work, clearly beyond the requirements. Great job, portfolio quality.

B = 80-89%

High achievement, demonstrated in work of consistent effort, intelligence, and mastery of course competencies. Good job, almost there.

C = 70-79%

Satisfactory completion of course requirements and mastery of essential course competencies. Okay, nothing special, just a number of many.

D = 60-69%

Unsatisfactory completion of course requirements and an unacceptable grade for prerequisite or graduation requirements.

F = 59% or less

Failure to perform required work or to master required course material and competencies. Unspeakable work, consider another profession.

Breakdown of Value of Course Assignments

(12) Discussions - 10%

- (7pt) [Discussion: Introduce Yourself](#)
- (15pt) [LM 02 Discussion: Beginner Code Review + Debugging](#)
- (7pt) [LM 03 Discussion: What Makes a Good Website?](#)
- (7pt) [LM 04 Discussion: Text Editors](#)
- (15pt) [LM 06 Discussion: Code Review, Debugging, & Validation](#)
- (7pt) [LM 07 Discussion: Questions?](#)
- (7pt) [LM 08 Discussion: The Importance of Validation](#)
- (7pt) [LM 09 Discussion: Review Your Learning Progress](#)
- (7pt) [LM 10 Discussion: Learning CSS](#)
- (15pt) [Final Project Discussion: Web Techniques](#)
- (7pt) [Final Web Essentials Reflection](#)

(9) Assignments - 50%

(Each graded out of 100%)

- [LM 01 Assignment: Your First Webpage](#)
- [LM 03 Assignment: 3-Page Website](#)
- [LM 04 Assignment: Lists & Links](#)
- [LM 08 Assignment: Using an External Stylesheet](#)
- [LM 09 Assignment: More CSS Practice](#)
- [LM 10 Assignment: One Column Layout](#)
- [LM 11 Assignment: One Column Layout](#)
- [LM 12 Assignment: Multiple column layout](#)
- [LM 13 Assignment: Two Column Layout](#)

(11) Quizzes - 10%

- [Course Introduction: Assessment](#)
- [LM 01: Assessment](#)
- [LM 02: Assessment](#)
- [LM 03: Assessment](#)
- [LM 04: Assessment](#)
- [LM 05: Assessment](#)
- [LM 06: Assessment](#)
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- [LM 09: Assessment](#)
- [LM 10: Assessment](#)

(1) Final Project - 30%

- [Final Project](#)

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Student Support Services

Valencia College is committed to supporting students. The college offers various services to meet student needs.

Learning Support Centers

Each Valencia campus has a Learning Center that provides resources such as tutoring, writing consultations, and skillsshops to students. To locate available resources for the campus closest to you, view the [Learning Support](#) website.

Distance Tutoring & Technology Support at Valencia

You can easily access Valencia's free distance tutoring and tech support from a computer, laptop or mobile device.

Distance tutoring services are provided fully online via Zoom. Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in: mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. You can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, Microsoft Office (Word, Excel, & PowerPoint), and Honorlock. Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC. For your convenience, tech support is available live (on-demand) via Zoom, by appointment, or via email.

To get started using the Distance Tutoring and Learning Technology Support services, please visit the [Distance Tutoring page](#). Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

Library

At each campus library, librarians and other qualified staff can assist students with searching and finding items and information, MLA and APA citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs and streaming videos to support course-related research and other learning needs. View the [Library website](#) for more information, as well as the tutorials below:

- [How to Connect to the Library Online](#)
- [How to Access eBooks At Valencia Library](#)
- [How to Access Databases & Articles](#)

Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

Baycare Student Assistance Services

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program \(SAP\)](#) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

Smarthinking

Valencia students have free access to an online academic support program that is available 24/7 through your Atlas account. Students can get live online tutoring, as well as receive feedback on essays and research papers, among other support services. For more information, view the [Learning Support](#) website.

Valencia Counseling

Valencia Counselors provide emotional and academic support services to empower students to succeed at the College. They offer short-term solution-focused personal, academic, and career counseling such as assisting students who might be facing barriers, struggling with decision-making, connecting their college experience to their career choice or possibly need assistance in building a short and long term plan to reach their life goals.

To connect with a Valencia Counselor you may [fill out this form online](#) .

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Technology Requirements & Skills

Which Internet Browser Should I Use?

The latest versions of Firefox, Chrome, and Safari are all good choices for working in Canvas. Important note: If you need help downloading one of these browsers, [contact OIT's Learning Technology Services for assistance](#).

- Download [Google Chrome](#) 
- Download [Mozilla Firefox](#) 
- Download [Safari](#)  (Mac OS only)

It's a good idea to have more than one browser installed on your personal computer. Many times problems you experience online can be fixed by switching from one browser to a different browser.

I really like Internet Explorer (or Edge) - Why shouldn't I use it with Canvas?



Although officially Canvas supports Internet Explorer/Edge, it **DOES NOT work well with Canvas**! You will experience many problems if you use this browser. These problems include:

- course content not opening correctly or showing up at all
- problems submitting assignments (it will say a file is submitted, but it actually doesn't submit)
- not being able to submit quizzes and exams

Firefox, Chrome, or Safari (for Mac users) are the best bets when using Canvas.

What Internet Browser am I using? Check to see what browser you are using!

Go to <https://www.whatsmybrowser.org>

Canvas For Your Phone!

Students are also encouraged to install the Canvas app on their [Android](#) phone or [iPhone](#) in order to receive mobile notifications and to access your courses via your mobile device.

Technical Skills

Students should consider the [basic computer skills](#) needed to be successful in this course, which include:

- Reading and responding to emails
- Software application skills (PowerPoint, Word, Office365, etc.)
- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management

[Canvas 101](#) is a free self-paced course available for student to learn more about using the Canvas learning management system we are using for this course.