

## **Requirements for my online classes:**

### **You must read:**

1. The syllabus for this class
2. This document
3. The my polices document

### **Then you must:**

**Send me an email [dumaisl@arc.losrios.edu](mailto:dumaisl@arc.losrios.edu)**

**The email will state that you have read and understood these documents.**

**If you do not send the properly formatted email (instructions are within these documents) you will not be counted as attending orientation.**

**You must do this by the second day of class or you will be dropped.**

**There are many people on the waiting list eager to take this class.**

## **Welcome to your online class!**

**Everything you need to get started in this class is right here!**

**You may wish to download this document and save it on your PC for future reference.**

**Start by going to my Home Page: <http://www.larrydu.com> -- there are links to the Syllabus for your class – just scroll down a little to find your course.**

**Next, read the syllabus for the class very carefully. My telephone number and E-mail address is listed there. The syllabus contains a list of topics to be covered each week, course policies, and general instructions.**

## **I do not use D2L I use the Moodle Course Management system:**

You will find the Moodle server at: <http://www.someprofs.org/moodle/>

To access your course in Moodle, here's what you need to do:

If not already done, activate your Los Rios iMail account – you automatically have one assigned and it is a mandatory requirement for my classes.

Here are the steps for getting into the class:

1. Log in to your iMail account and locate the message from the Moodle server containing your username and password. (If you have previously set up your iMail account to forward your E-mail messages to another E-mail account, it will automatically be delivered to that address.)
2. Go to the Moodle server at: <http://www.someprofs.org/moodle/>

Use the username and password in the E-mail message that you received from the Moodle server to log into Moodle.

NOTE: Your username in Moodle is your student number – just the number only! Do not put a W in front of it.

Click the word “login” at the upper right corner of your screen, then enter your username and password and click the Login button. There is no “enrollment key” required for this class – you are automatically enrolled, so do NOT click on “enroll” for this class.

3. The classes you are enrolled in will appear at the lower left corner of the screen

Click on the class you want, and you can now access the course materials.

For a short tutorial on Moodle (if needed), click [here](#).

## Submitting Your Assignments:

For this course, all your homework assignments will be submitted via E-mail. There may be quizzes, midterms and the final exam taken on line.

All homework and lab assignments submitted via E-mail must be sent to [dumaisl@arc.losrios.edu](mailto:dumaisl@arc.losrios.edu)

**You Must Use this Format-**

**Subject: Course name; Student Name (first and last) ; assignment number**

Due to the prevalence of E-mail-borne viruses & Trojans, etc., I do not accept E-mail messages from unidentified senders, and I never accept E-mail messages with attachments from unidentified senders. Such messages are automatically deleted by my E-mail filters. Therefore,

**ALL! E-mail messages sent to the Instructor must include the course number and your full name in the Subject line of your E-mail.**

Students are required to save a copy of all E-mailed homework assignments – if I do not receive your E-mailed assignment for any reason, you will be required to “forward” a copy of the original E-mail message so that the original date and time that the message was sent is shown. If you cannot provide a sent copy of your E-mailed assignment with a date & time stamp prior to the due date, you will receive a grade of zero.

All students are expected to check their E-mail and to log onto Moodle a minimum of 2-3 times per week to check for announcements, assignments, and to check their grade for assignments submitted.

All assignments, quizzes, exams and labs are due by the date assigned. If not received by the due date, you will receive a grade of zero.

All grades will normally be posted in the grades area in Moodle within 2 days after the due date for the assignment. If you submitted an assignment but do not see your grade posted within that time, please contact me immediately via E-mail. If you do not contact me within 1 week of the assignment due date, your grade for that assignment will be a zero permanently.

(See Course Syllabus for further details)

**Getting Started in your course:**

**Make sure you can log in to Moodle. If you can't please contact your professor.**

**Activate your Los Rios iMail account: It is required that all students activate their iMail account during the first 3 days of class. This E-mail address will be used for all communications from your professor for this class. If you want your mail forwarded to another E-mail address, you can change it in the iMail system.**

**Activate your iMail account by clicking here: <https://imail.losrios.edu/>**

**Complete all of the Initial Course Requirements and Submittals listed in the syllabus or in the Moodle Course These must be completed within the first 2 days of class or you will be dropped and a student from the wait list will be selected to take your place.**

**Please feel free to contact me by telephone during my office hours or E-mail me, or stop by my office during my office hours if you need help with anything. Good luck, and best wishes for a successful and rewarding class!**

**Larry Dumais, Professor, CSIT**

## **Online considerations:**

To help decide if an online class is a good idea for you, ask yourself these questions:

1. Do you like to work independently?
2. Do you need convenience and an adjustable schedule?
3. Are you comfortable asking for clarification and continuing to ask when you need more information?
4. Are you good at meeting deadlines?
5. Are you comfortable working at a computer?
6. Are you comfortable working primarily with a text-based medium?
7. Would you be comfortable phoning or faxing your instructor if you had problems with anything in the course?

## **To be successful online, consider the following:**

Online courses are based on the premise that students learn best in a community. The instructor plays an important role, but this is more a facilitation role rather than being a "dispenser of knowledge" like in a traditional classroom. However, expectations for inter-personal behavior don't change. The practices of courtesy and respect that apply in the ordinary classroom also apply online, and require even more attention.

Just as in a regular face-to-face class, we expect that you will adhere to standards of courtesy, professionalism, and academic honesty.

We expect that everyone will participate in the class with courtesy and consideration for each other and for the instructor. Your e-mails and web postings should be on the topic at hand, should be appropriate and should reflect a professional demeanor. Inappropriate behavior includes but is not limited to the following: disruptive behavior, profanity or vulgarity, harassment of other students, obstruction of the learning environment, plagiarism or dishonesty. Students may not knowingly access, alter, damage, delete, destroy or otherwise use any data, computer, computer system or computer network in order to harass, disrupt, destroy, or disturb the class online learning environment.

## **Another consideration is effective time management :**

The most significant factor causing students to succeed - or not - in Distance Learning classes is their ability to manage time.

- **How much time will we need?** The more successful Distance Learning students report regularly spending 2 to 3 hours each week for each hour of credit for a class. A 2 unit credit class, for example, required a minimum of 4 to 6 hours of work EACH WEEK of the semester to complete all requirements.

- **Don't procrastinate!** Without regularly scheduled class meetings, some students procrastinate through weeks of the semester - only to find themselves hopelessly far behind.
- **Set priorities** and pay close attention to what your instructor says about priorities.
- **Set aside designated blocks of time to work on the class - just like you were attending a course meeting.** This will help you stay up with the assignments and with the interaction required in online classes.
- **Have a typical weekly schedule** - on paper - so you will have a general guide for fitting your time to study into your other activities.
  - Set up a grid with 1/2 hour times down the side, from waking to bedtime, and with all 7 days of the week across the top.
  - Fill in your non-flexible times (work hours, scheduled classes, etc) with specific information.
  - Fill in your flexible times related to those non-flexible ones (travel time to work or school, lunch, break, etc).
  - Fill in your other activities - clubs, choir, meetings, etc - which happen less than once a week.
  - List special must-do for family etc. (pick up the kids, etc) that occur regularly. Some find that taking a book along can help the time spent waiting and can help accomplish study time needs at the same time.
  - List **DEDICATED TO STUDY TIME**. This will be time that you will reserve for study - and nothing less than a major emergency will be allowed to disturb it.
  - Tell those around you that you can't be disturbed during Study Time. (Just like you weren't there - you were physically attending class.)
  - List **TRY TO STUDY TIME**. This will be time that you are planning nothing but study, but recognize that it may be interrupted. If interrupted, remember to grab some catch-up time.
- **Use a semester calendar to lay out your deadlines.** If your instructor did not provide specific deadlines, set your own and meet them. Remember that online does NOT mean self-paced and you will usually have weekly deadlines and assignments. You cannot wait until the end of the class and then try to do all the work.
- **Other Tips for Working Students and those with family commitments.**
  - Arrive a bit earlier to work and use that 20 minutes for study.
  - Have your lunch hour away from the "gang" with the textbook and syllabus.
  - If your supervisor is OK with the idea, stay after work a few minutes to study and use the computer there when it is quiet and you won't be disturbed.
  - Get up a half hour before the kids and use that time for the "heavy" or new stuff.
  - Using a timer with a bell or tone alarm set to the time to stop can be very useful and productive (you don't have to guess or keep looking at the clock but can totally concentrate on the work).
- **Ask for help right away** if something isn't going right, whether it's a technical issue or something to do with the class environment. If you are unsure about something,

communicate it! Do not puzzle for days on a problem. Contact a fellow student in the class or with instructor for help early with a problem.

- It is very important that you **be proactive** in communicating with your instructor and classmates.