

# Course Orientation & the List of Tasks You Do for Points in Getting Started – Updated 1/21 6:30 AM+

READ THIS FIRST: As the Announcement “Getting Real and a proposed 27.5 point (50% of 55) extra credit apology” says:

- **Yellow highlights** mean the assignment (or part of the assignment) not yet ready for you as of 6:00 AM Thursday (but I will be updating availabilities **throughout the day**)
- The word **DONE in bold at the beginning of a yellow highlight** means that it is now available for you.

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## Things You Might Want to Do That Are Available on the Course Menu

Scan down the left side looking for what you want to do.

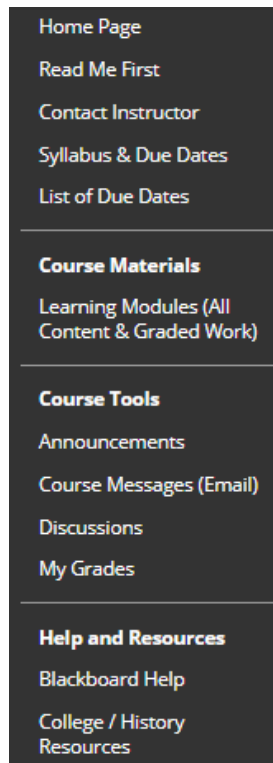
- Find out how to contact your instructor >
- Know course work and course and WCJC policies >
- Know when to prepare and what’s due and when >

In one place, all content, tools, and instructions >

- Information from your **instructor to the class** >
- Information **between** your **instructor and you** >

**Tip:** Use the discussion within the Learning Folder >  
Information from your instructor to you on grades >

- Blackboard’s videos on how to use Blackboard >
- College links, such as to Disability Services >
- History Resources from your instructor >



## History Resources

History resources include:

- Introduction to the discipline of history
- A searchable and sorted us constitution
- *Merriam-Webster Online Dictionary*
- Map website

## Cautions and Tips about My Grades

This is Blackboard's tool for your personal view of your grades in the Gradebook. It has the same data as the instructor's gradebook, but it is not organized in the same way.

### Caution about the Setting to Use to Display My Grades

Make sure that the upper right at My Grades shows:

**Order by: Course order**

**Only** if you have My Grades in **Course order**, will you be able to tell if you have missed some assignment. For example, you can tell if you never did the Full-Test.

### Tip about Reading a Comment by a Grade or a 1.11 Grade

Your instructor will provide rubrics on feedback about the parts of the F.I.O. Projects. At My Grades, you can click on those rubrics. Your instructor also posts an announcement so you know to check for the rubric at My Grades.

Your instructor may also place a comment by your grade. At My Grades, you can click on the comment to read what you need to do.

In this course, your instructor uses an odd series of numbers to indicate that you need to do something in order to solve a problem with a grade. If you see a number 1.11, do:

- Read the Comment
- Act quickly
- And ask if you need details (I posted the Comment and the 1.11 because I was trying to give you a chance and to avoid a lower grade. The number 1.11 means there is something you need to do before I can complete my grading of your work.

**Example:** You stated something was on a specific page of one of our sources, but I cannot see anything as you state it. Sometimes students misread, but sometimes they just typed the wrong page number. Finding that out means I can finish your grade.

## Tasks You Do During Getting Started –

Timing and Why You Want **All** of This Done **Before** the Due Date on the List of Due Dates

*What's the Reality behind So Much Concern about Respondus?*

- Students in Fall did not do well with Respondus, especially those in 16 week classes. Example: **1/3** of one class and **1/2** of another lost **30%** of their Final Exam points (based on their actions and on the consequences chart in the syllabus for those actions).
- The changes this term covered in Getting Started are an attempt to have positive ways to prevent those problems and also save time in the period for the Final Exam. I have moved time from the Final Exam period to Getting Started in hopes of having positive results.
- With each exam monitored by Respondus Lockdown, you can earn 5 points for the grade Respondus Review-1, -2, -3, -4, and 5 (for the Sample Respondus Exam, Unit 1 Exam, Unit 2 Exam, Unit 3 Exam, and the Final Exam).

*What Happens If You Come Into the Course After Getting Started?*

I **cannot drop** assignments for you as a class or for individuals in the class. On the other hand, I can try to **offer flexibility** to everyone in the class. Here is the policy if you come in **after** Getting Started is over.

*Section from the Syllabus on Getting Started Activities and Trying to Give All Students Their Best Chance in Getting Started*

The Getting Started assignments are listed below. If you come in past the due date, you **must** still do these activities, but I will record—temporarily—a 1.11 for **each** grade with a Comment about the grade if it had been on time. At the end of the term, you email your instructor that you have **not** been late with **any** other assignments. I then change the 1.11 grades to match what I have entered in the Comment for that grade.

*What Are the Tasks You Need to Do for the 55 Points?*

The # in the **left** column is the # of the **Assignment** at the top of Learning Folders (All Content & Graded Work) or in Getting Started.

#	Assignments You Must Do in Getting Started (With those worth 0 points as reminders so you protect yourself.)	Points
1	At the top of Learning Folders (All Content & Graded Work), watch the Instructor's Video: <b>Key to Your Success</b> . Then, reply in <b>Caution and a Tip</b> : How you come into this course is the key to your success. – 10 points.  <b>At the end of Getting Started</b> , the items at the top go to the bottom. At the top they are replaced by an "item" saying they are now located at the bottom.	10
2	Watch the Instructor's Video: <b>Using the List of Due Dates to Manage Your Learning</b> . Then, reply in <b>Who Drives Your Brain Bus &amp; How the List of Due Dates Can Help You</b> .	5
3	In Getting Started, watch the instructor's Video: <b>Reality Skills &amp; How History Can Help with College, Work, and Life</b> . Then, look at the example. There is <b>no</b> graded activity.	0
4	In Getting Started, watch the Instructor's Video: <b>Why You MUST Do Some or ALL of the 3-Part F.I.O. Projects</b> . Then, click on the <b>3 Read threads</b> and <b>reply to the 4<sup>th</sup> thread</b> .	5

5	<p>Respond to the <b>Graded Email in Blackboard Course Messages</b> according to the directions. Use the link Course Messages (Email) that is in Getting Started.</p> <p><b>Cautions:</b> You do need to show that you know how to reply to emails in Blackboard. <b>Why?</b> All communications that are about a grade have to be in the official record--Blackboard Course Messages (Email).</p>	10
6	<p>Post your Introduction in the Discussion that your instructor placed for you in Getting Started.</p>	4
7	<p><b>Syllabus with Links to Examples –Read the instructions at the top of the link-the one new assignment.</b> This is now on the Course Menu near your regular syllabus and List of Due Dates. There is a reply there for 5 points.</p>	5
8	<p>Take the quiz named Syllabus Acknowledgement Quiz. (<b>Caution:</b> You need to complete it before <b>1/27 end of day.</b>)</p>	1
9	<p>Sample Respondus Exam—up to 5 possible points for clicking the 5 correct answers.</p> <p><b>DONE 6:30 AM Omission listed in the Offer:</b> You must read the Consequences (points off) from every faculty member’s syllabus, including your own prof’s syllabus. The amounts may vary so do look at those listed for <b>this</b> course.</p> <p><b>New Tip:</b> So you can find these things for yourself in the Sample Respondus Exam, I have color coded the official table of consequences so you can tell where to go in the Sample Respondus Exam to see the most information.</p>	5
10	<p>If you did the Sample Respondus Exam <b>correctly</b>, you earn 5 points for Respondus-Review-1. The word correctly means with all of the steps shown in Distance Education’s third video.</p> <p><b>Reminder:</b> There are 4 <b>other Respondus-Review-#</b> grades--one for each of the tests where you must use Respondus Monitor: Unit 1 Exam, Unit 2 Exam, Unit 3 Exam, and the Final Exam.</p> <p>You can not only do the "right" thing ethically and avoid losing points from that exam, but also earn points.</p>	5
--	<p>Copy this link from the 1<sup>st</sup> page of the official syllabus into an email message (or any other tool that you have that you can get to from anywhere): Online at <a href="#">Blackboard Login Page</a> Link Address: wcjc.blackboard.com. <b>Why?</b> WCJC has had times when we could not get to Blackboard through the WCJC connection. We have always been able to get to Blackboard from that Link Address. It has always been open.</p>	0
--	<p>Make sure you prepare your computer using the tips emailed to you in your Before Class Email.</p>	0
	<b>Total for this Section of the Course</b>	55
	<p>A small encouragement to follow the rules shown in Distance Education’s video <b>Starting Your Test</b> (the video that shows up when you click Webcam Startup). If you follow Distance Education’s rules correctly the <b>first</b> time, your prof will enter <b>10 points as extra credit</b>. When you are sure you are correct, post in the Discussion named <b>I am ready for my prof to check my Respondus Video</b>.</p>	10

	<p><b>TIP:</b> If you do not follow Distance Education’s rules correctly the first time, you still have a chance to earn it with the Respondus Exam for Unit 1. If you do follow them exactly with Unit 1’s Exam, email me to remind me to change this grade for Getting Started the 1.11 (the grade I use as a placeholder for this promise) to 10.</p>	
		65