Email in course messages for DLstudents

A required graded assignment (10 points)

I will try to show you how to use this email in the demonstration. These steps may help you.

To do this **graded** assignment, do these steps.

1. Click Reply.
2. Look for the yellow underlining like this: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.
3. Type the answers or type an X there.
4. Make sure your answers are right. Proof your work--an essential Life/Work Habit.

## Emergency Contact Information – I do not require you to do this, but it is safer.

Your emergency contact information is so I can reach you if it is in **your** interest that I contact you. **Example:** I am required to **fail you** for the **course** if you do not take the Final Exam. You had enough points for an A, but you did **not** come to the Final. I will **try** to call you and I will check Banner for that phone number, but frequently the phone number is out of date..

**Your last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your first name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reliable phone number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_\_**

**Alternative email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_**

## Your Experience with Blackboard- I **do** require you to answer this.

Have you ever used Blackboard before for a class? Mark how much:

\_ Many times

\_ 10 or more times

\_ 10 or fewer times

\_ A little

\_ Seldom

\_ Never

**Tip**: There are Blackboard videos available from the Course Menu on the left. If have found that students will answer questions about Blackboard tools so post those questions in General Course Questions & Repeated Announcements & Tips.

## What Grade to You Plan to Earn?

The List of Due Dates shows you **what’**s due **when** and it shows **where** you can find the assignment. It also shows you:

* On the left, a gray checkbox (on the left) of every grade you need to earn in the course. **Tip:** put a check in each box for graded work you must do for the grade you want. If you want an A or even a B, you want to do **every** assignment.
* On the right, the points for that graded assignment.  **Tip: Make sure the total adds up to the number of points you need.**

Place an **X to the left of YOUR planned grade** in this 1000-point course. Notice the difference in an A for 89**5** points and 89**4** points. You **must** have a **5** (not a 4) in the last digit to get the higher grade.

\_ A (89**5**-1000 points)

\_ B (795-89**4** points)

\_ C (695-794 points)

\_ D (595-694 points)

\_ F (594 or less)