Email in course messages for OC students

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 I will **try** to call you and I will check Banner for that phone number, but frequently the phone number is out of date..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**: I do show people in class and I am glad to help you individually during office hours.

## 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)