**Frequently Asked Questions**

**TEXTBOOK**

**Do I really need the textbook???**

The answer to this is yes and no. As this is an online course, much of the core information comes from the textbook, however I present most of the core concepts in my lesson notes as well. If you are diligent to work through your study guide, seeking additional resorces online to find information on key terms and concepts not found in the lesson notes you could probably do without a text. Some of my students have picked up an old edition of a comprehensive textbook from half price books and have done just fine. The things I cover are generally in any standard government text I tend to test on the BIG concepts not the specific dates and features found in the text. HOWEVER, I cannot guarentee that some of the examples I use are not more readily found in the text assigned for the class.

If money is an issue, be aware that the publisher offers many different options...often much cheaper to get online ebooks or access limited to a few months. Please explore these options as well.

**CONTENT**

**Is the material in the For Further Exploration folders on the tests?**

No, not directly. Hopefully the information that you are reading about, sparks an interest in knowing more about that topic. These are just some interesting sites to help you explore some of the topics in depth. However, if you find a topic in the text or lessons difficult, you can often find some clarifying information here as well. Some of the discussion topics also ask you to find more information, these are a good place to start. The links in this folder will also be useful in helping you choose and research your paper topic.

**What is the best way to prepare for the exams?**

Each unit has a study guide with key terms and concepts covered in the text and lesson notes (the two often complement and build on each other). When studying, do not just memorize definitions. Rather, look for the definition, an example and why that concept is important.

Students have told me that the best way to prepare is to identify these things and the page where the information is found. While it is true that you can use your notes on the exam, you WILL run out of time if you try to flip and find the material for each question.

**I click on the lesson link but nothing happens?**

Lessons are linked to a webpage that opens in a new window, so first be sure that all of your pop up blockers are off. Sometimes one may be working in the background, so you may want to try holding down the ctrl key when clicking on the lesson link.

Sometimes there is a lag time between clicking on the link and the page loading (depending on your connection speed).

**DISCUSSIONS**

**I posted in both topics, why did I get a zero in one?**

The discussion guidelines clearly state that you should only post in ONE of the two topics and you must post a minimum of an intial post and 2 response posts. If you posted in both topics you will only recieve a grade in one of the topics.

**No one else has posted in the topic I chose, is it ok to post my responses in the other topic?**

Oftentimes students wait until the last few days to begin posting, so I would first encourage you to wait a few days to see if someone posts to that topic, if however it is 2-3 days before the end of the unit you may split your posts and responses across the two topics (this should be VERY rare). In which case you will see your grade (MAX 30) split across the topics.

**I recieved a zero in the second topic for the unit, I thought you said we were only supposed to post in one topic?**

The maximum score you can recieve for a Unit Discussion is 30. I enter a zero in the other topic.

**GRADING**

**Where are my grades?**

You can access your grades by clicking on the "My Grades" link on the left hand menu. I generally post new grades twice a week (Mondays and Fridays) except for discussion questions that are generally only graded at the end of each unit.

**I took the Exam 2 times but my score did not change.**

The exams are set to display the highest of the two scores in My Grades...so if you use the second attempt and do not see your score change...it probably means that you did better on your first attempt. Once the exam period is over you can go back and see exactly which answers you got correct.

**BLACKBOARD**

**I am a little confused on how to: submit the extra credit assignments? post a discussion?**

As a student you can access on demand help for blackboard at <http://ondemand.blackboard.com/students.htm> or you can visit College's Support page by clicking on the Help link on the course menu.