

List of Graded Tasks for Getting Started (Plus 1 Recommended Task)

First (5 points), provide how to contact you in an emergency. Example of an emergency: there is something that will result in your having a lower final letter grade and I need to reach you quickly.

1. Select the Messages link from the Course Menu or within the Getting Started Module.
2. Choose "Create Message."
3. Under recipients, click on "To" and select C.J. Bibus (Instructor). **Note:** (Instructor) is essential.
4. On the Subject line, please put "Your Name - Emergency Contact Information."
5. In the Message box, provide an emergency e-mail address and phone number. Please say if it is OK to leave messages at that number. Also add **any** information that you would like for me to know about you.

Second (4 points), introduce yourself to the other students.

1. Select Discussions from the Course Menu or within the Getting Started module.
2. Click on the forum Student Introductions
3. Choose "Create Thread."
4. On the Subject line, type "Your Name" or a short phrase that identifies you. If you write the short phrase, remember Discussions are a public place, so don't get yourself (or me) in trouble, OK?
5. In the message box, type about 150 words to introduce yourself to the class. Eventually the class will begin posting to the Working Groups and it is always nice to know a little about the people that you are working with. Please do not attach a file in Discussions (or in an email). It makes it difficult to read.
6. While you are in these forums, check postings in other discussions forums, such as Course Questions.

Third (1 point), if you have not already done it, click on the Syllabus Acknowledgement Quiz in the Getting Started module and choose True. **Note:** Required to continue in the course. If you do not understand something, ask **now**. You can post in the Course Questions forum or email me. Glad to help.

Fourth (20 points), complete the task in the 1st link in the Good Habits for Evidence folder.

1. Click on the folder "Good Habits for Evidence," and then click on the 1st link inside the folder.
2. Use the 1st link and, if needed, use the definitions and *The Bedford Handbook* pages in the folder.
3. Follow the directions on the last page of the link on what to write and how to send it to me. You then earn 20 points. **Note:** You will not be able to see the Turnitin Assignments that you use to submit your Comparisons throughout the course until you do this task.

Recommended: Use the Readiness Assessment to find out about yourself in online classes and to find ways that you can improve your skills for each of the weaknesses that it identifies.

I was first impressed by the Readiness Assessment when I took it twice—each time pretending to be 2 different students I had known well in the prior term. The results and recommendations were completely different and amazingly accurate. Based on students' feedback, if you have never taken this, I would try to find time to take it. Obviously, first complete the required assignments.

The Assessment is long, but you can click on the button that lets you save and resume later.

1. Click <http://wcjc.smartermeasure.com/> You will see the user name and password WCJC's students use.
 2. When you finish, select "Print/Download the **Report**" on the left side of the screen and be sure to download it to a location you can find again. **Note:** You do **not** want the Summary. Only the **Report** has recommendations for you and the resources to help you act on those recommendations.
 4. Identify 4 to 5 recommended changes that you believe you should make. If you need help, just ask.
- FYI:** fast typing is the only thing in the assessment that you don't need for **this** online class.