Graded Email (I do require this information but you also get points.)

Check you are only replying to me--Connie Bibus (Instructor). That will keep your**personal** information personal.

This information helps me help the class in general and to understand a bit about individuals, but it also means I have been able to help students. The Example below in big print occurs enough that I started asking for the Emergency Contact Information.

 Do these steps.

Click Reply.

1. Look for the yellow underlining like this: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Type the answer in the yellow underlining. (In some cases the answer is just an X.)
3. Make sure your answers are right. Proof your work--an essential Work/Life Habit.

**Tip:** This is worth up to 20 points **if**you answer carefully and completely on the 1st reply.

**Required Questions to Answer**

**Have I met you before?**

If so, where? Some of your names are very familiar. If we met in a class, were you at Richmond, Sugar Land, or online in a traditional 8-week course (which is very different from online in a pandemic).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact Information and WHY I ASK FOR IT**

I do not plan to bug any of you. 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. If you had enough points for an A, but you did not do the Final, I would have to fail you for the course—something I would not want to do. In the past, I have tried to call students, but when I checked Banner for that phone number, the phone number was frequently out of date.

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

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

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

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

**What Grade to You Plan to Earn?**

Place an X to the **left** of YOUR planned grade in this 1000-point course. Notice the difference in an A for 895 points and 894 points. Notice that you**must** have a **5** (not a 4) in the **last** digit to get the higher grade.

Here are the traditional numbers for this question.

\_\_\_ A (895-1000 points)

\_\_\_B (795-894 points)

\_\_\_ C (695-794 points)

\_\_\_ D (595-694 points)

\_\_\_F (594 or less)

**Required: Have You Ever Used Blackboard before for an Online Class?**

Mark how much:

\_\_ \_ Many times

\_\_\_ A little

\_\_\_Seldom

\_\_\_Never

**Tip**: There are Blackboard videos available from the Course Menu on the left. I have also found that students will answer questions about Blackboard tools so post those questions in General Course Questions & Tips. They may help you before I am in the course--and that is wonderful.

**If There Is Something You Want Me to Know, Type It Below**

Type here--without worrying about yellow lines. If you would rather talk by phone, that is fine with me.