## Heading2 is multi at value of 1.15 –the first 1 in the file had hardcoded a return SEE LOG

### Heading3: - head 3 has a colon ALWAYS and it is following style is heading3 again??? multi at value of 1.15

Normal but was handcoded in the style

### Heading3 when stuck head4 after:

#### Heading 4 is auto followed by normal automatically – good Head 4 is multi at value of 1.15

Normal has Multiple at a value of 1.25 WHY? No wonder such a big gap after normal text

#### Heading 4

I make every effort to return messages (course email, phone, discussion postings) within 36 hours (weekends and holidays excepted). Normal has Multiple at a value of 1.25 >>>>

#### Online Office Hours, Hours On-Campus, or Help by Phone

During Online Office Hours (listed on the first page of this syllabus), I respond to Blackboard Messages and postings on the Discussion Board. I am glad to help you online, to meet you on campus, or to work with you by phone. If we both have Blackboard open, working together by phone frequently brings the fastest solution. I teach on two campuses: Richmond Campus on Monday, Wednesday, and Friday and Sugar Land on Tuesday and Thursday.

### Heading3:

* **Bullets after head 3 with the bold there** – non bold
* **Bullets after head 3 with the bold there** – non bold
* **Bullets after head 3 with the bold there** – non bold
* **Bullets after head 3 with the bold there** – non bold

### Heading3:

Followed by normal and a sentence and a colon:

1. Numbered list – one with history student outcomes.
2. Numbered list – one with history student outcomes.
3. Numbered list – one with history student outcomes.

Had the above space between the numbered list ajsdlkfjadlkjdljflj dflkajdlkfjlkdjflkadj flkajsdlkfjlkdjfl kajsdflkjdlkfja lkfdjld;.

BLURB I HOPE FROM DE

You will need a computer, an external webcam and microphone, a reliable internet connection, and access to the WCJC Blackboard site. Please note that embedded webcams cannot be used, since they do not give good scans of the testing environment. An external (clip-able) webcam is required for the webcam testing option.

### Head 3:

Handcoded normal adlkfjldjflkajdl adjfljdflkj ajldjflajflajdl adlfjlakdjflkjdfjhis dkajldjflk adjkfjalkjdlf adjflkajdflkj ajlkdja;ldfjl adlkfjldjf a;ldfjldjf You can:

* Bullet from that
* Bullet from that

### Head3:

Normal hand coded:

* bulletl
  + ***Caution:*** subbulletns.
* bullet
  + ***Caution:*** subbullet ions.

This is where next line ended up

The Course Plan that you submit during Getting Started provides a link explaining peer review and citation. Use that link.

One kind of table

|  |  |
| --- | --- |
| **Point Range** | **Final Letter Grade** |
| 895 – 1000 | A (exceptional) |
| 795 – 894 | B (above average) |
| 695 – 794 | C (average) |
| 595 – 694 | D (below average) |
| Below 594 | F (failing) |

BLURB I HOPE FROM DE

You will need a computer, an external webcam and microphone, a reliable internet connection, and access to the WCJC Blackboard site. Please note that embedded webcams cannot be used, since they do not give good scans of the testing environment. An external (clip-able) webcam is required for the webcam testing option.

### Head3: leading that hsows up in left right table

|  |  |
| --- | --- |
| **Left right table** | Some dates overlap in order to give students maximum flexibility during each unit.  Last day for you to “Drop” the course with grade of “W” – 10/6/2017  Holidays during the 1st 8-week class – Labor Day (9/4/2017) |
| **Dates in parentheses () in the Course Schedule** | All assignments are due on the date in the column Last Day Accepted; however, quizzes have a **recommended** date in () in the Course Schedule so you keep up with the work. First, you take its Self-Test to find out what you know and do not know. Second, you use resources, ask questions, and take its Full-Test as many times as you want, with the highest score counting. If you get all questions correct on the Full-Test by the recommended date, you earn 1 extra credit point **each**. |

My intervention with head3 following a table

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Available** | **Last Day Accepted** |
| Complete **all** tasks listed on the **last** page of the Course Orientation link. | 8/28–8:00 AM | 9/03–11:59 PM |

Notes

## Can’t change the style to make a AFTER a Table heading 2 with the newer word SO am handcoding leading of 10 above to make it look like the others

### Nor can I make 3 a heading for AFTER a table without doing the same hand coding

#### When I just click heading 4 it looks like this I have to make it go left manually

## Policies about Monitored Online Exams

# Checklist for Success So You Can Easily Do What WCJC Requires—and Earn Points

What’s covered on this webpage?

[Heading2 is multi at value of 1.15 –the first 1 in the file had hardcoded a return SEE LOG 1](#_Toc492054592)

[Heading3: - head 3 has a colon ALWAYS and it is following style is heading3 again??? multi at value of 1.15 1](#_Toc492054593)

[Heading3 when stuck head4 after: 1](#_Toc492054594)

[Heading3: 1](#_Toc492054595)

[Heading3: 1](#_Toc492054596)

[Head 3: 1](#_Toc492054597)

[Head3: 2](#_Toc492054598)

[Head3: leading that hsows up in left right table 2](#_Toc492054599)

[My intervention with head3 following a table 2](#_Toc492054600)

[Can’t change the style to make a AFTER a Table heading 2 with the newer word SO am handcoding leading of 10 above to make it look like the others 3](#_Toc492054601)

[Nor can I make 3 a heading for AFTER a table without doing the same hand coding 3](#_Toc492054602)

[Policies about Monitored Online Exams 4](#_Toc492054603)

[Introduction to Monitored Online Exams –Information Also Provided in Getting Started 4](#_Toc492054604)

[WCJC and Academic Honesty and Monitoring of Online Exams and Your Instructor’s View 4](#_Toc492054605)

[Why You Want to Do Monitored Exams Correctly 5](#_Toc492054606)

[What You Do in This Class to Prepare – Information Also Provided in Getting Started 6](#_Toc492054607)

[How the New Monitoring Can Be Easier for You and Can Help You Earn Points 6](#_Toc492054608)

[Policies and Online Monitoring – Information Also Provided in Getting Started 6](#_Toc492054609)

[What You Need to Understand about Online Monitoring and Your Grade 6](#_Toc492054610)

## Introduction to Monitored Online Exams –Information Also Provided in Getting Started

### WCJC and Academic Honesty and Monitoring of Online Exams and Your Instructor’s View

WCJC requires—as it should—that instructors include WCJC’s Academic Honesty in Online Courses statement in the course. Look carefully at WCJC’s Academic Honesty Statement for Online Classes (the item below these instructions), and you will see the reason for WCJC:

* Requiring **instructors** to monitor online testing
* Requiring **students** to act with online testing with **equivalent** actions that they would do for an on-campus exam

To speak personally, I take my responsibility to WCJC seriously so I will be looking carefully at those videos of **each** of you taking **each** exam. There is also another reason that I take this seriously. The **habits that students practice are who they become.** If somehow a few of you got used to cheating, the greatest wrong is the damage that you have done to yourself. In the real world where you must make a living, you will not be ready to get or—what’s harder--keep a good job.

### Why You Want to Do Monitored Exams Correctly

#### Avoiding Penalties

You may have habits for testing that are totally innocent, such as preferring to take exams on your bed or couch. On the other hand, instructors experienced with the responsibilities of monitoring online testing say taking an exam on a bed or couch makes it easy to hide cheating from the webcam used in monitoring.   
  
**So what do you do?** When you take an exam online, you do the **equivalent** actions to what you would do in an on-campus exam. In other words, whether you were cheating or not in an on-campus class, you would not want to **look** like you were cheating and you would act accordingly. The list of actions below let you know:

* What actions dishonest students do during an online test
* What penalties experienced instructors apply to exam grades when they see those actions

First, look at these penalties and the descriptions of the actions that result in 0 points for the exam or 30% off the grade. Second, look at the next sections so you start doing online testing in that way that **protects** you.

***Caution:*** Instructors experienced with monitoring exams recommend these penalties, and I will apply these penalties if you do these things:

|  |  |  |
| --- | --- | --- |
| **If You Do One of These Things** | **The Penalty Is** | |
| **0 for the Exam** | **Minus 30 percentage Points** |
| Do an incomplete video for what Respondus calls the Environmental Check |  | X |
| Do not have enough lighting for the instructor to tell if you are cheating |  | X |
| Have anything near where you take the exam unless your instructor has told you to use specific resources during the exam. | 0 |  |
| Move so you are not recorded at all by the webcam | 0 |  |
| Move the webcam from where it was during what Respondus calls the Webcam Check so it no longer shows your face and upper body |  | X |
| Play music or other audio recordings during exams | 0 |  |
| Talk with anyone for any reason at any time during the exam. | 0 |  |
| Turn off the microphone although it worked during what Respondus calls the Webcam Check |  | X |

#### Being Able to See Exams

Instructors have to do online monitoring and students have to do online testing following the rules that are covered in the Checklists. Because this is required, students will not be able to see the current exam:

* If they have not successfully completed this monitoring part of Getting Started
* If they do not meet the monitoring requirements on an exam and do not respond to my email about that. If they never respond, they will not be able to see the next exam.

## What You Do in This Class to Prepare – Information Also Provided in Getting Started

### How the New Monitoring Can Be Easier for You and Can Help You Earn Points

In this course, you will find in Getting Starting instructions and checklists to help you do online monitoring quickly. Distance Education has also provided technical information and a sample exam that you can use. The instructions also tell you how you can earn points for self-management.

The instructions cover how you earn points and the actions you do with every exam. Once you figure things out the first time, you know what to do for every exam. A 1-page printable checklist helps you remember.

## Policies and Online Monitoring – Information Also Provided in Getting Started

### What You Need to Understand about Online Monitoring and Your Grade

Notice these cautions about online monitoring in this class:

* Your points for **any** exam may change after the instructor’s review of the video of the exam.
* In this, you cannot ignore your instructor’s concerns about the video of your taking the exam. Your instructor will block you from seeing future exams until you deal with her feedback.