

## How to Do Study Terms for Any Unit – Revised 2/8. Yellow shows additions.

### Timing During the Week Before the Exam

- Sunday – Look at the available terms, choose, and prepare your term. **Caution:** If a term has a Tip, do it!
- Monday, Tuesday, and Wednesday – Any time **after** 12:00 AM Monday and **before** 11:59 PM Wednesday, post your required Study Term (one required post at 25 points).

**Tip 1:** If someone has already posted on the term that you wanted, you need to choose another.

**Tip 2:** You need to proof your words, citations, and use of quotation marks (“”) with the exact words of the author. If someone sees an error (such as an incorrect page number or exact words from the textbook but no quotation marks), click Reply and type the correction to help **all** of us. At the same time, be polite.

- Thursday – After 12:00 AM Thursday, **anyone** may do **any** of the **remaining** terms for 5 points extra credit. Like the 25-point posts, if someone has already posted on the 5-point term you wanted to do, choose another.
- Friday, Saturday, and Sunday – You take the Unit Exam.

### Goal for the Post and Requirements for the Parts of Your Post

Your goal is to teach **simply** and **briefly** the **essential** information that other students need to understand the history, do well on the test, and find **quickly** the **exact** spot (a single page number) where you were reading in the sources.

1. Subject – Copy and paste the **exact** words for your Study Term from the list to the Subject. **Tip:** Do **not** type it.
2. Message – Write **under** 1 page. (**Tip:** Longer is **never** better.) You may use paragraphs (if brief), a bulleted list, or a table. **Tip:** With paragraphs and tables, you can usually copy and paste Word’s text into the Message area. **Tip/Caution:** With bullets, write your planned bullets in Word but do not “tag” them as bullets until after you have copied and pasted your words into the Message area. **Caution:** Do **not** provide a List of Works Cited.

### Requirements for Citing in Your Post– Same goal: teaching essentials simply and briefly.

1. You have 2 sources for your post and **no** others (**Caution:** No Googling):
  - a. The textbook listed in the syllabus
  - b. Your Prof’s links for Lessons for each Unit (such as Lesson 2) or links or files with definitions provided in Learning Quizzes for a specific Lesson (such as Scarcity and Surplus in the Learning Quizzes for Lesson 2).
2. Citation for a fact is **after** the fact. (See Evidence Quizzes.) Blue highlights the locations of citation in the examples:
  - a. If you have one sentence with a fact:

**Textbook Example:** Your fact in a sentence (120). **Caution: Only 1 page number. No author’s name.)**

**Lesson Link Example:** Your fact in a sentence (Lesson 2).

**Learning Quiz Link Example:** Your fact in a sentence (Lesson 2: Scarcity and Surplus)

**Caution:** If you have **several** sentences **all** from the same page, cite **only** after the **last sentence**.
  - b. If you have two sentences each with a fact, the citation goes **after** each fact.

**Example:** Your fact in your first sentence (139). Your fact in your second sentence (172).
  - c. If you have **two** facts in **one** sentence, the citation goes **after** each fact.

**Example:** A sentence that compares 1 place (88) with another (130).
3. **Caution:** Facts in your own words require citation, **not** just the exact words of the author.
4. **Caution:** Facts in the exact words of the author require **both** citation and correct use of quotation marks (“”).

### Steps to Post

Prepare your term before you start these steps and be sure you checked spelling and every citation and quotation.

1. Copy the exact words for your Study Term from the list of possible terms for the Unit.
2. In the Unit’s discussion, check to be sure no one has posted the term you wanted.
3. If not, click Create Thread. **Caution:** You **must** start your post by clicking Create Thread.
4. Paste the exact words for the Subject into the Subject area. **Caution:** You may **not** attach a file.
5. Paste the exact words you have written into the Message area.
6. Click Submit or Save Draft. **Tip:** To edit your draft, click Display and Show All. When done, click Submit.