CRAFTON HILLS
C O L L E G E

CHC 062-70: Introduction To Online Learning - Fall 2018
Section 72 - Online - 1 Unit

Instructor Information

Instructor: Brandi Bailes
Phone: 909.389.3335
(This is not a good way to get a hold of me. I would prefer that you email me. Return calls are not guaranteed.)
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Office: CTB 323
Office hours: T/Th 8:30AM-9:30AM, M 12 - 1PM

Course Information

Course Basics

Course ID: CHC 062-70
Duration: October 29, 2018 – November 29, 2018 (5 weeks)
Access: Canvas Login Page
Prerequisites: None

Canvas Class Website

A Canvas online site has been set up for this course. Assignments and other important course materials will be available on this site. Students may access Canvas through the Crafton Hills College Website under Logins on the right-hand side of the home page or directly via the Canvas Login Page. The username and password is the same username and password used to log into WebAdvisor.

Course Description

This introductory course to online learning includes basics of e-mail, discussion boards, Internet access, equipment needs, software skills, learning styles and strategies for becoming a successful online learner. NOTE: This course should be taken before enrolling in an online course. Graded on a Pass/No Pass basis only.

Student Learning Outcomes

1. Students will be able to access course materials, participate in discussions, and complete assignments and tests using the college's course management system.
2. Students will be able to identify the necessary technical requirements and personal skills to succeed in an online course.
3. Students will be able to assess their own readiness to take an online course.

Course Objectives

Upon satisfactory completion of the course, students will be able to:
1. Determine if they have access to the physical equipment, connectivity, and software necessary for online learning
2. Research a topic using the World Wide Web
3. Create and submit an attachment to an email
4. Develop a strategy for time management
5. Participate in asynchronous and synchronous discussions
6. Navigate the college's course management system (CMS)
7. Access library resources
8. Access and complete a quiz in an online environment

Grades

Pass: 155 Points or Higher
No Pass: 0 - 154.9 Points

Recorded grades will be available for review on Canvas (under "Grades"). Please maintain copies of assignments and keep all graded work. Students must notify the instructor immediately if any discrepancies are found. (*Note: assignments may vary based on the discretion of the instructor and needs of the students enrolled in the course). Points will be earned from the following areas.

Discussion Boards

There will be at least one discussion board every week. Some discussion requires students to comment on peer's posts. These discussions will need to be visited multiple times before they are due.

Assignments

There are 15 points available for assignments every week. This is often only a single assignment. However, is some cases there may be multiple short assignments that total 15 points.

Quizzes

There is one 15 point quiz on the material covered in each week. The quiz is located at the end of each module.

Communication

Announcements

The announcements will be used to post daily reminders, changes, revisions or issues related to the course. Be sure to check daily. Email announcements will be sent to your official SBCCD student email address.

Discussion Board Forums

⇶ Ask the Instructor Forum
- Please use this Discussion Board forum to post class-related questions (nothing PERSONAL please). If you have a question it is likely there are others in the class who have the same question as well as others may benefit from the answer(s) I post. Even better, your classmates may post the answer for you before I do. I encourage you to jump in and help each other. It is OK to be engaged in both the teaching and learning process. Students actually retain 90% of what you teach to someone else. Please email me if you have a private matter and/or a question about your grade(s).

⇶ Ask a Classmate (Peer)
- This Discussion Board Forum is for students. The instructor does not visit this discussion area; it is the students' area to discuss concerns and issues. Please remember to treat each other with respect.

Email

Students can also send private email communication to me. All students are required to use their campus assigned email. Any emails sent to the instructor with questions, concerns, or issues will be answered within 1-2 business days. **The subject line of the email must include the course number (CHC 062-70) and your first and last name.** Emails without subject line information will not be read. Emails must be sent from your official student email account. Emails sent from other accounts are often automatically marked as spam.

Course Expectations and Policies

Expectations

This is NOT a self-paced course!

Students must complete and submit all graded assignments on before the due dates. Students are also expected to post their thoughts and reflections to the class discussion as assigned.

Students should log in to Canvas every day to check for new coursework and updates to assignments. There is no physical (face-to-face). This is a fully online course. However, students

must check in twice a week in the discussion board area of Canvas so that the instructor will know you are actively participating in the course.

Students are responsible for dropping the course if they no longer wish to be enrolled. Failure to do so may result in a no credit grade and/or a financial obligation to the college. The instructor may drop a student from the course if the student misses three or more online check-ins unless prior arrangements have been made with the instructor.

Important Policies

Late Work

All work must be turned in by their due dates for credits. NO late work will be accepted except in the case of documented extreme emergency situations that are communicated to the instructor prior to the due date. students can start your work early but you must submit work on or before the due date.

Academic Honesty

Plagiarism and cheating will not be tolerated. Students who commit plagiarism or cheating will receive a zero on the assignment or exam and may be subject to the College's disciplinary policy.

Accommodations

Students with a disability who may need special accommodation for this class are encouraged to notify the instructor and contact Disabled Student Programs & Services (909) 389-3325 as soon as possible.

Netiquette:
Please review this article from the BBC on the the [rules of netiquette](#). If a student's behavior on discussion boards becomes disrespectful, I may remove that student from the discussion or the course depending on the seriousness of the infractions. Students removed from the discussion will forfeit their grade for that discussion.

Course Overview

Module	Material	Assignment(s)	Discussion(s)	Quiz
Start Here: Course Information & Orientation (Pre-week 1)	1. How will I learn online? 2. What technology do I need? 3. Where can I find help? 4. What should I do next?	None	Meet and Greet	None
Week 1: Online Learning Basics	1. Course Basics 2. Canvas Basics	1. Update your notification settings 2. Update your Canvas profile 3. Review the syllabus	Online Learning Readiness	Syllabus and Canvas
Week 2: Positive Interactions & Efficient Online Learning	1. Good Communication 2. Efficient Online Learning	Upload Your Proposed Study Schedule	Netiquette	Netiquette
Week 3: Online Research and Storage Resources	1. Using the Cloud 2. Reliable Research Resources	Email a Scholarly Article	Cloud Resources	Reliable Resources
Week 4: Support for Online Learning	1. Online Reading 2. Campus Resources	Online Learning Services	Online Learning Strategies	Online Learning
Week 5: Course Reflection	1. Reflection and expansion on course content	Self-Evaluation	1. Reflection on Online Learning 2. Feedback	1. Review 2. Survey (not for credit)