

Dear Students:

Instructions for the first full week of Class, **August 26 to SUNDAY September 6.** Attached is a copy of the Welcome Letter. The Welcome Letter is also posted to the course shell HOME

- All Modules appear on HOME
- You will *not* find Modules through the Course Tools menu
- Each week a new Module will appear (released) on HOME
- *Except for this week,* Modules are released on Monday mornings with assignments being due the following Sunday

August 26 to SUNDAY September 6

Step One: 1 to 6 hours

The first week of class is an orientation to online learning and writing for art. CAREFULLY read and review content *in this order*. Allow yourself **one to six-hours** to review all of this content until you are completely familiar with navigation

Content	Location
1. Welcome Letter:	Home
2. Frequently Asked Questions:	Home
3. Announcements:	Course tools menu
4. Lets Get Started Module:	Home
5. Week One Module:	Home
6. General Course Questions	Home + Lets Get Started + Week One

Step Two: 1- 3 hours

Schedule another one to three hours to complete the activities and assignments posted to Week One Module. ALL of these activities are found **inside** Week One Module. To access Week One Module single or double click the title of the folder. You will see page one on your right-hand side. On your left-hand side you will see a Table of Contents. Click on the + signs at each HEADING to release the pages.

Activity

Introduction	Discussion Post
Writing About Art	Discussion Post
Writing About Art	Assignment

*these activities are Module Specific and *only* accessible through the Module. You cannot access these through Course Tools.

Step Three: How do I communicate with the instructor and students?

Communication Tools

Tool	Location
<u>Announcements</u>	Course tools menu
<u>General Course Questions</u>	Course tools menu ModuleS

*GCQ can be accessed through Course Tools and is inserted into each weeks Module. this is where you post questions and I respond to your questions. I will respond within 24 to 48 hours.

<u>Chat</u>	Course tools menu Module specific
-------------	--------------------------------------

*I will be offering real-time office hours via Chat tool. Launch CHAT to see my office hours.

August 26

After September 6, I will not be responding to E-mails. All course communication will be via Blackboard specific Communication Tools (Chat, IM, GCQ)

I have paced the first week of class (August 26 to September 6) to give you time to carefully review all of the content and tools noted above. In keeping with the time commitment for a three-credit course, you should allow six-hours to review this material or think of it this way, allow six-hours to play around with the interface!" Then allow one or two hours to complete the activities itemized above.

Sincerely,

Elizabeth Hall
ehall@trcc.commnet.edu