Hello! Guten Tag! Salaam! Bonjour! Buenos Dias! Ni Hao Ma! Greetings Earthlings!!

This orientation letter will give you an understanding of how this online class will operate and the basic requirements and recommendations.

Please read ALL this information carefully!!

**Contact Information:** Prof. Lisa M. Malley

- Email: lisa.malley@canyons.edu
- Voicemail: 661-362-3641
- Office (Valencia Campus): Bonelli 325

If you have any questions, email me immediately!!

**There are multiple ways in which you can contact me, but email will be the most effective way to communicate.** I will reply to your emails as quickly as possible but please understand that I have multiple classes at any given time, which means lots of students, and that equals lots of emails! *I can type fast but not that fast!!!* So please be patient! Give me at least 24 hours to respond to your emails! If you do not get a reply, leave a voicemail: 661-362-3641. Thanks!

Hopefully, you have taken the time out to gather all of your course materials prior to the class starting. If not, just head to the College of the Canyons bookstore conveniently located on campus with the instructor’s name, course section#, and the name of the class you are taking and the team members working there will be happy to assist you.

**Required class materials:**

You need to have purchase the class textbook **BEFORE** the class begins! This class is fast-paced and you cannot wait around for your textbook to be delivered in the mail.

**Textbook:** Cultural Anthropology, *The Human Challenge*

**Author:** Haviland

**Edition:** 13th

**ISBN:** 978049581082
Before you begin, I have a couple of cautions:

- This is a fully-online class, meaning we have no on-campus meetings, at all.
- I will be available on campus at various times during the semester. If you wish to discuss issues pertaining to the course, please make an appointment with me by email. I would highly suggest making an appointment if you have never taken an online course before!!
- Online classes are not by nature, easier than their on-campus counterparts. In fact, because they have to motivate themselves, some students don't do well in online classes. But don't let that discourage you!! Make sure you visit the Distance Learning @ COC webpage. Visiting this website and many of its resources will be the first step in the class, so get a head start and visit the following web pages:

  - How to Succeed in Online Courses
  - Computer Skills Tutorials
  - Blackboard Resources

First time taking an online course?


- If this is your first time enrolling in an online course then you will want to familiarize yourself with Blackboard, which is what most instructors use to deliver their online class. Below is a link to an orientation for Blackboard for all of those who are new to the Blackboard platform.

  Blackboard Orientation (click on Blackboard Assistance)

Parts of the Blackboard Orientation to focus on

- Login Directions
- Edit Personal Info
- Post to Discussion Board
- Read & Reply to Boards
- Taking a Test

When does the class start?

Remember your course will not appear in Blackboard until the class officially begins. If your course does not appear in Blackboard please check the following things before calling Blackboard tech support

- Has the class officially started?
- Did you pay for the course?
- Do you have any holds on your account that would deny you access?
- Has it been more than 24hrs since you have added the class to your “My Canyons” account?
- Only ENROLLED students can access the course. Any WAITLISTED students will only gain access after they receive an Add Code.

I will be emailing more detailed information as we get closer to the start date of the course. Make sure the email address you have posted in My Canyons is current (and one that you check on a regular basis) as it will be the only contact information I will have for the class.

Again, welcome to the class!! I look forward to the first day of class and “meeting” all of you!!

Prof. Malley

COC Anthropology Department Website: http://www.canyons.edu/departments/ANTHRO/