

Orientation letter for online Sociology classes taught by Anne Marengo

Hello and welcome to my online Sociology class. After reading the message below, please feel free to email me with questions anne.marengo@canyons.edu. I will strive to answer emails I receive prior to the first day of class within a day or two. Please be sure to include your full name, the class, and the section number in your emails. Please do NOT email me to say “May I add your class?”

Waitlist. If you are on my waitlist I will contact you at the email address you have in MyCanyons IF and when I have an opening. I will add only from the waitlist and in the order listed on the waitlist. You do not need to contact me unless I offer you a space. If I do offer you a space you will need to contact me within 24 hours to accept. You will then need to add and pay for the class immediately since it may take up to 48 hours for you to appear in Blackboard. Typically I have a screening quiz with about 15 points that is due during the first 48 hours of the class. I use this to drop students who are not active in class. If I add you after the quiz is due you will be exempt from the quiz and those points will not be used in calculating your final grade.

If you enrolled in the class, you should login to the class Blackboard starting on the first day of class although the class will probably be available for login several days prior to the first day of class, bb8.canyons.edu. You should log in as soon as possible to check out the syllabus and calendar. These are also posted on my website at www.canyons.edu/faculty/marengo and I strongly suggest you check them out as soon as you decide you want to take this class so that you will have some idea of the workload and due dates and times. ***Remember that for each three-unit sociology class you should expect to spend nine hours per week on the class.*** This includes reading, taking exams, etc. I want you to be successful and starting off on the wrong foot is usually not a good indicator of success. Online courses require a high level of self-initiative and they are well suited to students who possess this quality. To do well in this class you must have access to a dependable computer as well as reliable access to the internet. The school has many, many computers available for your use—check out the library, TLC, and ASG computer lab. Your public library also probably has computers for use, but the time allowed may be limited.

Be sure to check out my website www.canyons.edu/faculty/marengo. There is a menu item for each class I teach and you can find out what textbooks may be required for the class as well as other vital information. I use open source materials for many of my classes. These free sources are available in Blackboard for you to view and or print.

Part of being successful in an online class is learning the material and the other part is being comfortable with the format so that you can access the material. If you are new to online courses I strongly suggest you investigate some of the online tutorials.

<http://www.canyons.edu/BBTutorial>

This tutorial is 17 minutes long and covers

- How to log into Blackboard
- How to change your password
- How to enter your email address
- How to post to the Discussion Board
- How to reply to the Discussion Board
- How to take Quizzes/Exams in Blackboard

http://www.canyons.edu/offices/distance_learning/OnlineOrientation/

<http://www.canyons.edu/faculty/labriem/forms/BbSurvey.asp>

The content of this course is the same as when I teach this class in a traditional format, with the exception that you will not be attending lectures. Blackboard allows for class discussions that everyone will be expected to participate in and you will still take exams. These exams differ from my traditional format in that they are open book. However, they are rigidly timed and you will not have the time to look up more than a couple of items so it is imperative that you study the material well. There is also reading and writing required for any course I teach.

Something that I do that is different from other online professors is that I have everything due at 10:00 AM, not midnight. Why not midnight, you ask? Well, I am not awake at midnight doing anything with your work so why not give you 10 more hours and have things due when I am up and looking at your work.

Feel free to email me at any time anne.marenco@canyons.edu or stop by my office at Seco Hall 303 or give me a call at 661/362-3685.

Anne Marenco