

Orientation to this Course

Note: Any time you see something like **Homepage > Start Here > Let's Get Started > Your First Assignment**, the arrows imply a path direction. For instance, the above is the instructors shorthand way to say, " Go to the homepage, click on Start Here, click on Let's Get Started, click on Your First Assignment, and read what is there." Pages bolded and underlined are usually links to outside or internal course pages.

1. Read all of the information provided about this course at my campus website, <http://staffwww.fullcoll.edu/jchadwick>. Make sure you save a copy of the weekly schedule and the course information. The information regarding the textbook is listed in the course information page at http://staffwww.fullcoll.edu/jchadwick/103/su09/syllabi/103_su09_course_information.htm#text_mat
2. Watch the first three videos listed on the [Videos and Links Menu](#) for the orientation.
3. Complete the CE6 "**Check Browser**" link located at the CE 6 logon page. Using the Browser Check, ensure that you have pop-up blocked disabled. [Logon to CE](#).
4. Complete the **Treasure Hunt** in CE6 to learn about CE6. This will familiarize you with CE6, which is where all of the email, Assignments, Discussion Board, and Exams are located. The due date is Wednesday, June 24 at midnight, Pacific Standard Time (PST). The timestamp for assignments is the [CE6 server time](#), not the time on your computer or wrist watch. If your computer clock does not agree with the CE6 server clock, this might cause you to lose points, so please don't wait until the last minute to complete any assignments, exams, etc. in CE6.
5. Complete the [Student Contract](#) in CE 6 at **Homepage > Start Here** **If you do not complete the surveys and contract forms by midnight, Wednesday, June 24, you will be dropped from the course.**
6. Take the **Treasure Hunt Quiz** in CE 6 to earn your points! The deadline is Wednesday, June 24 at midnight PST,
7. Email: **Email me from within CE6**. Email is listed in Mail on the CE6 homepage on the navigation bar to the left named Course Tools. You were required to email me in the Treasure Hunt.

Please let me know if you are having issues with email and if you are having any issues navigating CE6. I require that you email me within the first three days. In all email communications, please type Chem 103 su09, your name, and then the subject of the email in the Subject field. In the email, please include your email address that I can use to contact you outside of CE6 if needed and the best times to contact you. You can expect a maximum turn around time of 48 hours with email from me unless I am unavailable due to travel. Please introduce yourself, let me know why you are taking the class, and what is your major at this time. Let me know if you have taken any chemistry courses or math courses within the last five years, and the level of the courses.

Since this is a fully online course, you should check your email daily. If there is a new email or discussion post you will see a small icon on the My Courses page after you logon. The small icons are shortcuts and send you directly to its associated tool in your course and will by-pass the Homepage.

From now on, the minimum number of times you are required to log on to CE6 and check the following areas for new assignments, due dates, and information is **five** times a week! You should check at least five times a week the following:

- 1) Check your email and make sure your email inbox isn't full. If you miss something because your email box is full, that is your responsibility.
- 2) Check for announcements on the CE6 homepage. Announcements are always posted on the Homepage of CE6.
- 3) Go to the Assignments page and make sure nothing has been updated and that you are keeping up with your assignments.

4) Check both the Course Syllabus to make sure you are up to date and know when the next exam is coming up. Summer classes go by very quickly; there is little time to rest and it is very easy to fall behind. We will cover approximately three chapters a week so it is really important to stay on top of all of the assignments. Each chapter has assignments due and a check-off list in the Assignments section. Everything is due the day of the exam and I do not accept late work.

5) Check the Syllabus and make sure you have everything completed and ready for your next chapter.

On a weekly basis, you should print out the pdf Assignment Instructions for each chapter in the Learning Module. Make sure you check the calendar too.

Be aware that I can track you in CE6 and on the Chemistry Place website so I know when you are not participating in the course as expected. I know what pages you visited, for how long, etc. Also, the last day to drop this course without a "W" is Thursday, June 25. **There are many people wait listed that want a seat in this course and I will give them your seat if you do not participate by logging on to CE, completing the Student Contract, and completing the Treasure Hunt by Wednesday, June 24. You will guarantee your seat in this course is you get all of this completed by Wednesday.**

Remember, I am available to help you if you email me from within CE. I have access to a tablet PC and can create videos if needed. However, recognize both are very time intensive, so don't wait to the last minute to contact me or there will not be enough time to contact you and help you with the material. Finally, expect to work 20-25 hours per week on this course, so don't wait until the weekend to get everything done. Enjoy the class!