

## EDUC 1300 SPRING 24 ONLINE CLASS POLICY (Professor Sparks)



### Attendance

- 12 weeks of classes including the Final Exam Online
- Attendance will be taken via the "Quickly App" which is located under "Course Activities."
- Check-In will open and close each week on Monday.
- Your "**Attendance Grade**" will reflect the following activity:
  - If you completed the "Assignments" for that week including "Required and Other Assignments," you will receive **100%**. (present)
  - If you don't log in and complete the "Assignments" listed above, you will receive a **0**. (absent)
- If you log in but don't complete all or none of the assignments, you'll receive **80%** (late)
  - **Attendance** counts for **100 points** toward your final grade.
  - If you participate consistently in this class, you will be successful in all of your classes.



*Online Classroom*

### Online Classroom Protocol

- Class Participation is essential.
- If you have an emergency situation communicate this with me immediately via email or the phone number listed on the Syllabus (text preferred).
- Always communicate with your instructor.
- View the "Announcements" in D2L daily. This is the same information that I would share with you in F2F class.
- Participate in the Discussions, Complete all assignments and respond to emails (MyLonestar, D2L)
- Take advantage of WebEx/Zoom meetings which will be recorded each week explaining the upcoming weeks assignments and answering all questions.
  - WebEx/Zoom meetings will take place on Tuesdays at 11:00 AM.

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### Desire 2 Learn (Learning Management System)

- This is an online class with all information (availability) and submissions (will be completed) online through D2L (Desire 2 Learn).
- There are various **Help** files and videos online that you can view to assist you. Go to LSC-Online, then click the "STUDENT HELP" Tab.
- 24 hr access: Phone: 1-866-614-5014 ;  
online@lonestar.edu
- IF YOU NEED HELP, JUST ASK, by posting the "Questions-Discussions, Contacting Tech Support or Sending me an email!!!!!!

### D2L



### Assignments

#### Assignments

- ALL Assignments should be completed by the designated due date. Check the Course Schedule, Check List and the Calendar in D2L for this information.
  - ALL Assignments will be submitted in the appropriate "Dropbox" to receive credit.
  - If your submitted assignment is not acceptable, you will be required to re-submit it. You will have 1 to 2 two days to submit your revision after being sent the notification that your submission is unacceptable. To assure that you meet this deadline check D2L regularly.
- Always, do your very best work the first time.
  - Each Required Assignment is worth 100 points.
  - **Other Assignments** (All Quizzes, Discussions and special assignments) are worth a total of 50 points. As the semester evolves you will accumulate well over 50 points but your score will be calculated to have a percentage total of 50%=50 points. Example 110/110=100% divided by 2 = 50 points. Other Assignments are due by Sunday at 11:59 PM and close on Monday at 11:59 PM. Other Assignments cannot be submitted late or made up.
  - **DON'T PROCRASTINATE!**

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### Communication

#### Communication

- The best form of communication with me is email through the Desire 2 Learn(D2L) Online System (<http://www.lonestar.edu/lsc-online/>).
- Send all emails, appointment requests, etc related to this class through Lone Star Online (D2L). **Always communicate with me using D2L. DON'T EMAIL LATE ASSIGNMENTS. ALL ASSIGNMENTS MUST BE SUBMITTED TO THE PROPER DROPBOX.**
- I will not respond to emails from your personal email after the first week of class. When you send emails from your personal email it goes into "Lone Star Spam" folder it will not reach me for several days.
- ALL EMAILS must have a "Subject" which relates to the content of your email. DO NOT hit REPLY and place information about different content. I should be able to see what the content of each email is about by looking at the Subject line.
- Check the "**NEWS/ANNOUNCEMENTS**" section on D2L (front page) daily. This is where I will post IMPORTANT INFORMATION throughout the semester.
- You can send me a text (832) 263-3092, if you have an emergency.



### Early Alert

#### Early Alert

Early Alert is a student success effort that is designed to help students reach their full educational potential. Early alerts may be submitted any time during the semester; however, research shows that the **first two weeks of the semester** are the most critical for students. By submitting an early alert on a student, a faculty member is sending a message to advising/counseling team who will then contact the student or schedule a meeting with the student to discuss support options. Students may

be referred to Early Alert for many reasons. **A few examples of those reasons include: Poor academic performance, Tardiness, Lack of basic study skills, Personal issues, Attendance, Financial issues.**