



ECE 242, Distance Education Hybrid, CRN 32078 **Caring for Infants and Toddlers**

Instructor – Haila Hafley-Kliver

WELCOME TO ECE 242, an online hybrid course. Being a hybrid we will meet three times during the semester. All coursework will be completed outside of the classroom and submitted online. Keep in mind that this course will require as much time as a traditional course, but you will find more flexibility. Our first class meeting is an orientation for the course, you must attend. We will also meet for our mid term and final. Are you ready for this online course?

Here is an easy survey to find out <http://library.cuesta.edu/distance/survey.htm>.

TO DO NOW: **Print this document for reference**, and **MARK YOUR CALENDARS**

Saturday, January 23, 9:00 am – 12:00 pm, Orientation - Mandatory

Saturday, March 20, 9:00 am – 12:00 pm, Midterm

Saturday, May 8, 12, 9:00 am – 12:00 pm, Final

We will meet three times at the San Luis Obispo Cuesta College Campus, room 4028, 4000 building, Child Development Center

\$2.00 parking permit required (or semester parking pass)

OFFICE HOURS AND VIRTUAL OFFICE HOURS: Email on Blackboard or By Appointment Only, Monday – Friday, using the phone number below.

- Please use hhafley@cuesta.edu to contact me **before** the semester begins. Always use **ECE 242** in the reference line.
- **Beginning the first day of the semester**, please use only the Blackboard email.
- I will make every attempt to respond to your email within 24 hours, Monday - Friday.
- Communication is key, and the old-fashioned phone system still works if you have an emergency. Call me at 805-546-3285, Monday – Friday, before concerns turn into problems

REQUIRED TEXTBOOKS

INFANTS, TODDLERS AND CAREGIVERS, 8th Edition, by Janet Gonzalez-Mena and Diane Widmeyer-Eyer, and **The Caregiver's Companion**, text and handbook set. *If buying a Used Textbook be sure to buy The Caregiver's Companion handbook and check to make sure none of the pages are missing, if used.* I will check out to you other books required for this course at the orientation.

ACCOMMODATIONS: If you have a disability and might need accommodations in this class, please contact the instructor as soon as possible, before class begins, so that you can receive appropriate accommodations in a timely manner.

IF YOU ARE HAVING TECHNICAL DIFFICULTIES with the course web site or logging in, contact support@my.cuesta.edu or call 805-546-3100, extension 2802. Help is available Monday -Thursday from 7:30 AM – 9:00 PM and Friday from 7:30 AM – 4:00 PM. **NO TECHNICAL HELP IS AVAILABLE ON WEEKENDS.**

WEBCT/BLACKBOARD & LOGGING IN - Access to the Course

WebCT/Blackboard CE 8 is the online software that we'll be using to manage this online course. Blackboard has recently purchased WebCT, thus the interchanging of the names you'll see. You cannot log into the course before the semester begins. You can log into the course on the first day of the semester.

To Log In:

Please log in right away so that you will not be dropped.

- To log in go to <http://blackboard.cuesta.edu> and follow the instructions; there is also now a direct link to Blackboard on our Cuesta.edu home page, <http://cuesta.edu>. It is located on the lower right hand area of the home page.
- Now you are on the login page. Before actually logging in, ***thoroughly read the info about browser check, pop-ups, and java security on the right of the page.***
- Your user name (ID) is your first and last name separated by an underscore in lowercase letters. For example Joan Smith is joan_smith. IMPORTANT: WebCT/Blackboard is very case sensitive. Be sure that you enter your user name in lowercase. If you have taken a Blackboard course before your ID will be the same.
- Your default password is STUDENT (in CAPS), you **must** change once you are logged in.
- If you are unsuccessful in your first attempt, try again, making sure you have followed instructions. See technical support email, numbers and times ***above*** for Login problems.
- Once logged in, you will see our course listed. Also, WebCT/Blackboard will ask you to do a check of several features (mentioned earlier). These might include **a browser tune-up, enabling pop-ups and a java applet. Be sure to follow the steps and enable ALL of these**, and any others it asks you to. Using the course site will be less frustrating if you **follow these directions!!**
- ***Follow these directions first before contacting technical support***

MINIMUM COMPUTER REQUIREMENTS: You need a **reliable** computer and internet connection, as well as a Cuesta e-mail account (check your Cuesta email before the beginning of the semester for course updates). Additionally, your computer needs to meet minimum system requirements to run Blackboard, the web-based course management program we are using.

Windows

- Microsoft Windows 98 2nd Edition or newer
- Intel Pentium-II or higher
- Netscape 4.0 or greater
- Microsoft Internet Explorer 4.0 or greater
- AOL 4.0 or greater

Macintosh

- MAC OS 9 or newer
- Power Macintosh power PC processor (G3 or higher recommended)
- Netscape 4.0 or greater
- Microsoft Internet Explorer 4.5 or greater
- AOL 4.0 or greater

DSL or cable connection is preferred, but 56K telephone modem may be sufficient.

Adobe Acrobat Reader: Most recent free version can be downloaded from:

<http://www.adobe.com/products/acrobat/readstep2.html>

READY TO START?

- You read and understand everything
- You PRINTED this page
- You set f2f meeting dates
- You have adequate computer access
- You checked the online survey
- You emailed me with questions

GREAT, See you online!