



ECE 242, Distance Education Hybrid, CRN 32078 Caring for Infants and Toddlers, Spring 2012

Instructor – Haila Hafley-Kliver

WELCOME TO ECE 242, an online course. Keep in mind that this course will require as much time as a face to face course, but you will find more flexibility. There will be a three hour orientation for this course on Saturday, January 21, 9 am - 12 pm, keep reading for details. 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 CALENDAR SATURDAY, JANUARY 21, 9 AM - 12 PM, Orientation**

Who should attend: Anyone who really wants to get a good idea of what to expect for the class. **ANYONE WHO HAS NEVER BEEN ONLINE WITH BLACKBOARD!**

Why: You will learn how to use the online Blackboard system for this class.

You will learn what I expect from you for the semester.

Where: SLO Campus Cuesta College, San Luis Obispo
4000 building, Child Development Center, room 4028

\$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.

- ***Beginning the first day of the semester***, please use only the Blackboard email.
- Please use hhafley@cuesta.edu to contact me **before** the semester begins. Always use **ECE 242** in the reference line.
- I will make every attempt to respond to your email within 48 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, 9 – 4, before concerns turn into problems

TWO - REQUIRED TEXTBOOKS

INFANTS, TODDLERS AND CAREGIVERS, 9th Edition, by Janet Gonzalez-Mena and Diane Widmeyer-Eyer, and ***The Caregiver's Companion***, text and workbook set. ***If buying a Used Textbook be sure to get both books and check The Caregiver's Companion handbook to make sure none of the pages are missing, i.e. pulled out for written assignments from a face to face class.***

ACCOMMODATIONS: If you have a disability and might need accommodations in this class, please contact me **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. **TECHNICAL HELP IS NOT AVAILABLE ON WEEKENDS.** Hours of operation could change throughout the semester, please read emails.

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 the Cuesta College home page <http://cuesta.edu>. You will see a box on the bottom right called BLACKBOARD. Click and follow the instructions. If you have been a recent Blackboard student, you should be able to log right in. If you are new you will need to create a password.
- Now you are on the login page. As you log 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. 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 all instructions before contacting technical support, 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 or satellite (I use Wild Blue, but it is not recommended by Cuesta College) 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 orientation date
- You have adequate computer access
- You checked the online survey
- You contacted me with questions
- GREAT! See you online!