Welcome to History 1, Western Civilization to 1400
LAVC Summer 2008, Session 1

Please read this entire document carefully. Enrolled students are responsible for all information contained in this document.

Make sure to complete the Introductory Tasks (beginning on page 3 of this document) by June 11.

Suggestions for a positive and successful experience:

1) Time commitment

When this course is offered as a traditional, face-to-face class during the summer, it meets for 10 hours per week. That does not include time spent on the coursework outside of the classroom. You should expect to spend the same amount of time for an online class as for a face-to-face class. Expect to sign in to the class website at least 4 times per week, and to be spending a significant amount of time online.

2) Procrastination…don’t do it!

Do not wait until the last minute to complete the assignments. Just because an assignment is due on a particular day, does not mean that you need to wait until that day to work on it. In fact, you should always try to work ahead of the due dates. Excuses for missing deadlines, including technical difficulties and personal problems, will not be accepted. Slightly late work will be accepted, however points will always be deducted.

3) Stay connected

Every time you log on to Etudes, check the Announcements, your Private Messages and the Discussion Board for new entries.

4) Have fun!

Hopefully you are taking this class, at least in part, because you have an interest in the subject. Enjoy the videos, readings and discussions. Be respectful of your classmates’ opinions as they are expressed in the Discussion Forums.
Contact Information:
1) Private Message via Etudes
2) Email: viscomm@lavc.edu
3) Office phone: (818) 947-2456

Required Text: Greer, A Brief History of the Western World. Volume I
8th or 9th editions acceptable (Thomas Wadsworth). (The CD is not necessary.)

Grading: It is possible to earn a total of 170 points in this class.
A= 153 or more points
B= 136-152 points
C= 119-135 points
D= 102-118 points
F= 101 or less points

Introductory Tasks = 5 points total
8 Assignments = 80 points total
4 Discussion Topics = 60 points total
1 Paper = 25

Assignments:
Posted in the “Assignments” section of the Etudes website. The assignments usually will consist of watching video, reading particular sections of the textbook and answering questions based on what you learned. These videos effectively will serve as a replacement for lectures that you would expect in a traditional face-to-face class.

Discussion Topics:
Posted in the “Discussion” section of the Etudes website. The Discussion Topics will have two parts and two separate due dates. For each discussion topic, you will be posting an initial response as part one, and you will be responding to your classmates as part two.

Paper:
You will be writing one paper during this course. The topic will be such that it will require you to discuss the connections between the various subjects covered in the class. You will draw on information from the textbook readings, the videos and internet resources for the paper.

Course Schedule:
Although the due date will be listed with each individual assignment, you may access a calendar with all of the due dates in the "Schedule" section of the Etudes website. I recommend that you view the calendar “by month” to get a good overview of the schedule.

Gradebook:
You are encouraged to check your grade progress regularly in the “Gradebook” section of the Etudes website.
**Logging In to the Class**

Enrolled students will be able to log in to the course beginning approximately 3 days before the official start of the class. At that point, you may get started by going to the LAVC online education site and follow the directions carefully.

http://www.lavc.edu/virtualvalley/loggingonline.htm

Once you have logged in to Etudes, you will automatically be in the “My Workspace” section. Click on the LAVC HIS 001 tab to the right of My Workspace. This will place you in the History 1 class site.

**Technical Help**

The LAVC Help Desk is there for you! If you have any technical difficulties, why not talk to the experts?

Contact: etudeshelp@lavc.edu or (818) 778-5834

**Introductory Tasks**

To get started, you are responsible for completing several introductory tasks. These tasks are designed to help you become acquainted with the Etudes operating system, and for us to become acquainted with each other. The intention is for you to become comfortable with Etudes, so that throughout the rest of the course, you can focus all of your efforts toward mastering the actual course material, as opposed to dealing with technical issues. You must be logged in to the Etudes History 1 class site to accomplish these tasks.

*The due date is Wednesday, June 11, 11:00 pm. If you have not completed these tasks by the due date, you will be dropped from the course.*

Introductory Tasks: Follow the directions carefully. I highly recommend printing this document and using it as a checklist as you move through each task.

1) Introduce yourself in the Discussion Forum and respond to at least one of your classmate’s introductions. Here’s how…

   a. Click “Discussion and Private Messages” from the left side menu.
   b. Once there, click on “Class Discussions”.
   c. Under Topic, click on “Introductions”.
   d. Read my posting. Then click “Post Reply”. Write your own introduction.
   e. Read other students’ introductions and reply to at least one of them.

** Optional but recommended: within the Discussion and Private Messages section, click the “My Profile” option toward the top. Here you can upload a picture which will appear with all of your Discussion posts.**
2) Submit a practice assignment. (There is no preparation for this. It is purely for you to practice the mechanics of submitting an assignment). Here’s how…

   a. Click “Assignments” from the left side menu.
   b. Click “Practice Assignment”.
   c. Scroll up and down and notice how the page contains the due date, instructions, and questions.
   d. Respond to the questions.
   e. Click “Save Draft” toward the bottom.
   f. Click “Practice Assignment” again. Click “Submit” when ready to turn in.

** Although the Save Draft step is not absolutely necessary, it is recommended to periodically save as you go, to avoid losing any work if your internet connection is disrupted.

3) View the course Schedule. Here’s how…

   a. Click “Schedule” from the left side menu.
   b. Near the top left, you will see “View Calendar by Week”. Click on the drop down menu and select “Calendar by Month”.
   c. Find the date July 5. Write down the assignment that is due on that date. (You will use this info. when completing Intro. Task 5)

4) View a document posted in the Resources section. Here’s how…

   a. Click "Resources" from the left side menu.
   b. Click on the file titled "Introduction"
   c. Open the document contained in the file. Write down the title of the document once opened. (You will use this info. when completing Intro. Task 5)

5) Send me a private message. Here’s how…

   a. Click on "Discussion and Private Messages" from the left side menu.
   b. Click the “Private Messages” option toward the top.
   c. Click on “newpm”
   d. Select my name from the To User list
   e. In the Subject, type “test”.
   f. In the message body, type the assignment that is due on July 5 and the title of the Resources document.
   f. Click “Submit”
6) Register to view videos. A significant portion of the class will be viewing and responding to video segments from the “Western Tradition” video series featuring the renowned UCLA History Professor Eugene Weber. It is free to view the videos. However, there is a short form that must be filled out to gain access. Here’s how…

   a. Go to this website [http://www.learner.org/vod/form.html](http://www.learner.org/vod/form.html)
   b. Fill out and submit the form. (When asked for your job title, select “student”)
   c. Go to this website [http://www.learner.org/resources/series58.html](http://www.learner.org/resources/series58.html) Bookmark this site as you will be accessing it often.
   d. If you scroll down, you will find a list of 52 programs. To view one of these programs, you will click on the box to the right which says “VOD”
   e. Practice this by randomly picking a program and trying to view it. For now, you only need to make sure that it works. You do not need to actually watch any of the programs all the way through yet. I will assign specific programs throughout the course session.

7) Confirm your contact email address. Here's how…

   a. In Etudes, click on the "My Workspace" tab in the top left corner of the screen.
   b. Click on "Account" from the left side menu.
   c. You should see an email address listed under your name. If this is the email address you would like to use, you are done. If you would like to change this email address, click "Modify Details". Fill in the correct email address. Click "Update Details".