Getting Started

Course introduction and getting started materials

Site: LaneOnline

Course: CIS 195: Web Authoring W19 (Bird Meta 33157 33158)

Book: Getting Started

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Introduction

Welcome to this class!

In order to create web pages for this class, you will need access to a computer that can run a code editor like Visual Studio Code (pretty much any computer can) and have a good internet connection.

In order to be successful, you must devote at least 10 hours a week to learning activities. This includes 4 hours watching instructional videos, reading the textbook and taking quizzes; plus at least 6 hours making web pages.

Next, read First Steps, and then *let's have fun making web pages!*

First Steps

To begin this course, please complete the following steps:

1. Read every page of this Getting Started book.
2. Read every page of the Syllabus.
3. Familiarize yourself with the cycle of Weekly Learning Activities.
4. Post an introduction message to the Introductions Forum.
5. Read the Overview of Week One.
6. Read/view the required resources for the first week of the course.
7. Complete the activities for the first week.
8. Repeat steps 5-7 for every week according to the course schedule.

If you have any course-specific questions, please ask them in the Course Q & A Forum. For any other questions, support contact information can be found in the Support block.

You can print this Getting Started book by going to the **Settings** block and selecting **Print Book.**
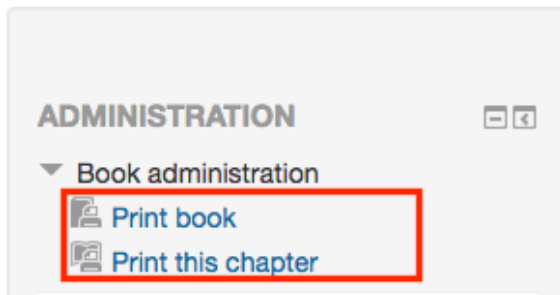
Basic Technology and Computer Skills

To be successful in this course you will need:

- At least two modern Web Browsers like Firefox and Chrome.
- Adobe Reader for reading PDF files
- QuickTime for viewing videos in your browser
- Adobe Flash Player for viewing flash videos
- Software for Word processing and viewing PowerPoint slides such as MS Office, OpenOffice.org or GoogleDocs
- A code editor such as Notepad++ for Windows, or TextWrangler for OS X (Mac), or VisualStudio Code for OS X, Windows and Linux.
- An FTP client for uploading files to a web server such as CoreFTP for Windows, or CyberDuck for OS X, or FileZilla for OS X, Windows and Linux.

Computer Skills

- Basic computer skills
- Experience navigating the Internet and using an Internet browser
- Basic knowledge of formatting using a word processing program
- Comfort working with multiple browser windows

Course Tour

This video gives you an introduction and overview of the course. For optimal viewing please enlarge to full screen and make sure your speakers are turned on. Video transcript can be provided upon request.

Watch: *Intro to the Course*

Introduction to Moodle

Moodle is the learning management system of the Lane Community College and the location where you will be able to view the content of your online courses. To learn more about Moodle and how it is used for Lane Community College courses, please review the course below:

- How to Moodle

Course Structure

This course is broken into weekly modules. The modules start on Sunday and end on the following Saturday. Every week is broken into three sections: Overview, Resources, and Activities.

Overview

Each week includes an overview page that must be read before reviewing the resources and completing the assigned activities. The overview will include an introduction to the week's topics, a list of the week's learning objectives, a list of required and supplemental resources, and detailed instructions for any activities and assignments.

Resources

Resources will be listed under Required and Supplemental subheadings. Reviewing required resources is mandatory. Supplemental resources are suggested if you want to get additional information about a topic. Resources may include links to online articles, text listing offline reading assignments, PDFs, PowerPoints, videos, interactive presentations, or additional file types.

Activities

Activities are required unless they are specifically marked as optional. Activities may include written assignments, video assignments, forums, quizzes, exams, interactive simulations, wikis, presentations, or other participatory activities.

Online Course Communication

All course communication (via e-mail, Moodle Messages, discussion forums, video chat, etc.) should be clear, concise, and respectful. Written communication should use complete sentences with standard spelling and grammar, including proper capitalization and punctuation.

The Core Rules of Netiquette is a guide to the proper protocol for participating in online classes and writing emails.

Questions about the course should be posted to the Course Q & A Forum. Questions of a more personal nature, such as grades or extensions, should be sent to your instructor via e-mail. E-mails to your instructor or e-mails to another department regarding support issues should include your course number and section.

All course announcements will be posted by the instructor to the News and Announcements Forum. Students are expected to check the News Forum on a daily basis. Any questions about News Forum announcements should be asked in the Course Q & A Forum.

Tips for Learning Online

On-line learning provides you with all kinds of freedom and flexibility BUT it also requires good organizational skills and self discipline/motivation.

Here are some tips to keep in mind as you plan your study strategies:

- You will also need a high speed internet connection to take advantage of all of the course materials, specifically the streaming video of my lectures and Acrobat Connect for on-line office hours with me.
- You will have to teach yourself the content of the course from the materials and activities I provide.
    - You should plan on reading the textbook and the lecture notes.
    - I'll provide you with screen casts that introduce each topic. I'll also provide you with screen casts of any information that is not in the textbook. You should plan on watching all of the screen casts that I provide.
    - You should plan on spending at least 3 hours each week "introducing yourself to the content" for the week. I'd encourage you to read the chapter, doing each step in the tutorial as described in the text, and to take the reading quiz prior to beginning the rest of the lab activity for each topic.
- Lab activity review and case problem allow you to demonstrate your understanding of the concepts and skills introduced in the tutorial. Each is a necessary part of the learning process. I would expect you to spend at least 6 hours each week working on the review and case problems in the lab assignments.
    - Some of the lab assignments involve forum participation or blog posts. 20% of the grade in those labs is based on participation only ... not the content of your post ... provided that you are making a reasonable attempt to participate.
    - Each lab assignment has a due date. I will not deduct points for late lab assignments but you should make every attempt to complete the assignments on time in order to maximize your ability to learn from the assignments. Instructions for completing and submitting each lab assignment are provided with each lab.
- Each quiz is open for several days and will ONLY be available during the posted time. At least one practice quiz is provided for each quiz and is available only BEFORE the quiz. All quizzes are open "resource" and are limited to 120 minutes and one attempt.
- There are lots of ways to give and get help.
    - Student feedback and assistance is available in the forum for each lab/quiz.
    - Tutoring help is available for lab assignments and practice quizzes in the CIT Main lab (building 19 room 135).
    - I am available to answer questions about your labs assignments and practice quizzes: in the forum for that lab/quiz, via email and via on-line office hours. See Contacting Me.

Last modified: Tuesday, September 18, 2012, 1:10 PM

General Support

Please view the *Support* block on the right side of the course page for information on how to contact support.

STUDENT SUPPORT

- SHED (Student Help Desk)
- HELP.LANECC.EDU
- How To Moodle
- Computer Labs
- Tutoring Services
- Library

Support information is also available on help.lanecc.edu.

For issues within your course, please contact your instructor.

CIT Computer Lab

The CIT Main lab (Bldg 19/Rm 135) is equipped with computers which are available exclusively for students in the CIT department. The lab hours are posted on the door. There are tutors available in the lab to help you with your lab work. There is a schedule is posted on the large white board inside the lab which lists the tutors and the times they will be available.

Bookstore

Books can be purchased from the Titan Store.

Store Contact Information:

LCC Main Campus, Titan Store
2nd Floor Center Building
4000 E. 30th Ave.
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