GETTING STARTED CHECKLIST

1- Create your CANVAS PROFILE (Account) and UPLOAD a photo.  
https://cabrillo.instructure.com/ If you are new to CANVAS start here:  
https://www.cabrillo.edu/services/tlc/canvas/students.html

2- Introduce your self to the class in the CANVAS WELCOME-Introductions Forum. This is the first of two ways that I will know that you intend to be in the course. You can learn a little more about me by reading "About Me" on my web site.

3- READ over the course SYLLABUS, feel free to ask any questions in the GENERAL QUESTION area of our Course Discussion Board. It is important to understand that 10% of your grade is participation in our weekly discussion forums. 
I also put DUE Dates for QUIZZES & ASSIGNMENTS in our Course CALENDAR (you will find both on the left side of this screen).

4--Your first "assignment" is to complete the STUDENT INFORMATION SHEET and Writing Assessment. This needs to be filled out and brought to our first class and/or uploaded to Canvas by Wednesday 9/1/16. Because there is a wait list for this course, if this is not done by 9/1/16 and/or you do NOT attend the first class, I will need to DROP you. Please email me at dacox@cabrillo.edu if there are circumstances preventing you to doing this. Please let me know if there are any SPECIAL NEEDS you want me to be aware of, so I can do my best to accommodate them.

5- Log in to and sign up for our COMPANION Site. This site will be where you make your weekly ACTION Plan and take your weekly QUIZ. You will send (email me) weekly your QUIZ directly through the Companion Site. (I highly recommend you keep a copy (either by screen shot or other means). You do NOT need to send me your Action Plan.
**You will first send the QUIZ to yourself and then Forward it to me at dacox@cabrillo.edu with the following SUBJECT: Lastname_Firstname_Quiz#_Score_

6. GETTING STARTED--Open up the MODULES starting with WEEK 1. This is were you will fine each week's ACTION PLAN (for example here is Week 1), plus links to supplementary videos, handouts or other online resources that will support your learning. I will upload one each week (you will always have access to the past, current, and future chapter modules).