

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 where you will find 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).