

## ORIENTATION INFORMATION FOR ONLINE CLASSES

### CIS 162

### Network Diagramming Using MS Visio

This information is specific to the CIS 162 Microsoft Visio online class.

#### **By now you should have:**

Visited my web site: [www.cuyamaca.edu/people/tim-phillips](http://www.cuyamaca.edu/people/tim-phillips)

- Reviewed all materials pertaining to this class on my web site.
- Ensured the email address you wish to use for the class is the email address on file with the college in WebAdvisor. THIS IS IMPORTANT!--the email address on file with WebAdvisor is the ONLY email address used in this class.
- Reviewed the course Syllabus.
- Reviewed how to login to and use Canvas. (The class Canvas site will be available on the first day of the semester.)

#### **Course Expectations**

The following is **what I will provide for you** and **what is expected from you** during the conduct of this class.

- **I will** provide the structure and content of this course.
- **I will** be available to answer your questions by a variety of means (email, telephone, office hours, etc).
- **I will** attempt to answer any question you ask of me via email within 24-48 hours. If you do not get an answer within 48 hours you should contact me again. If you still do not hear from me you should try another means to contact me (e.g. if you contacted me by email and you do not hear back within 48 hours contact me again by email but you can also telephone, visit during office hours, etc).
- When contacting me via email make sure and put the course number (CIS 162) in the subject line of your email and your name somewhere in the body of the email. This is VERY important!
- **I will** send you a weekly email (usually by Sunday evening) telling you what is to be completed for the class for the next week. If you do not receive an email from me during the week make sure and check the course syllabus for your assignment.
- **You are responsible** for your own learning experience.
- **You are required** to login to the class Canvas site at least once per week.
- **You are expected** to review lesson materials in Canvas (Videos, Labs, Web Links, etc), and complete all graded requirements as stated in the course syllabus. **Labs, quizzes, projects and other graded material MUST be completed during the times they are available--NO EXCEPTIONS.** Graded material may be

completed as many times as you wish during their available time period in order to obtain maximum points.

- You are responsible for staying in contact with me.
- You are responsible for maintaining steady progress in the class in accordance with the class schedule provided in the course syllabus.
- You are expected to contact me with any questions you may have or problems you observe during the course.
- You are required to take the Orientation Quiz found in Week 1 on the Modules tab of Canvas by Wednesday of the first week of class.

### Login to Canvas

In order to participate in the class you will need to login to Canvas. Make sure you can access Canvas during the first week of class--course material is contained in Canvas. You are required to login to Canvas at least once per week during the semester. See my web page for information on how to login to Canvas. (Note: the class Canvas site will not be available until the first day of the semester.)

### Course Information

Review the course syllabus for the class schedule and graded requirements. Wait until the first day of the semester to print the course syllabus as information contained in the syllabus may change up until the first day. Review the syllabus on the first day of the semester to ensure you have the latest information available for the course. **READ THE SYLLABUS!**

- The class schedule provides you with a timetable for completing class requirements.
- Graded requirements are identified in the syllabus.

### Get Started!

Once you have familiarized yourself with the course syllabus, are successful in logging into Canvas, and have obtained a copy of Microsoft Visio 2016 (a free copy is available to you from the college Imagine web site--instructions on how to obtain the free copy will be available to you on the first day of the semester), you are ready to begin the course.

- I will send you an email on the first day of the semester with additional information concerning the class.
- The course Canvas site will be available on the first day of the semester -- **contact me IMMEDIATELY if you cannot log into Canvas after the first day of the semester.**
- If you have any questions please do not hesitate to contact me.

- Enjoy the course!