Berkeley SUMMER SESSIONS

Student Orientation Guide
AFRICAM W111
Race, Class, & Gender in the United States
June 22-August 14, 2015

Summer Session Online Tutorials
The following are helpful Canvas tutorials to prepare you for your online class:
- [Introduction to Your Online Classroom](#)
- [Setting Up Your Notification Preferences](#)
- [Update Your Personal Setting and Profile Picture](#)
- [How to Use Announcements, Discussions and Conversations to Communicate in Your Course](#)
- [How to Check Your Grade](#)
- [Finding a Proctor](#)

Expected Student Workload
The estimated workload for this course is **5-10 hours per week**. In order to be successful in the course, you need to allocate at least this much time per week, if not more.

Preparing for Your Course

1. **Textbooks/Course Materials**
   - Whitewashing Race, The Myth of a Color-Blind Society; Michael K. Brown, Martin Carnoy, Elliott Currie, Troy Duster, David B. Oppenheimer, Marjorie M. Shultz & David Wellman; 2003
   - The New Jim Crow: Mass Incarceration in the Age of Colorblindness; Alexander, Michelle, 2010 Online readings in .PDF format
   - Between Good and Ghetto: African-American Girls and Inner-City Violence; Nikki Jones, 2010 Online readings in .PDF format

2. **Computer Requirements**
   - Internet
     - High-speed Internet
     - Minimum of 512kbps download
   - Operating System
     - Windows XP SP3 and newer
     - Mac OSX 10.6 and newer
     - Linux – chromeOS
   - Computer Speed and Processor
     - Use a computer five years old or newer when possible
     - 1 GB of RAM
     - 2GHz processor

- Screen Size
  - A minimum of 1024x600 – (Average size of a netbook)
- Screen Readers (only needed for students who are blind, visually impaired or have a learning disability)
  - Macintosh: VoiceOver (latest version for Safari)
  - PC: JAWS (latest version for Internet Explorer 10 & 11)
  - PC: NVDA (latest version for Firefox)
  - There is NO screen reader support for Canvas in Chrome
- Mobile OS Native App Support (mobile devices not required)
  - iOS 7 and newer
  - Android 2.3 and newer
- 24/7 Tech Support
  - If you are having technical issues within your class it's important to notify them ASAP
  - support@instructure.com or 1-855-308-2758

3. Course Logon
- Classroom – bcourses.berkeley.edu
  - You will need to authenticate and log in with your CalNet ID and passphrase
  - If you don't already have your CalNet ID contact CalNet directly
    - calnet@berkeley.edu or 510-642-4126
- Personalize your settings (only takes a minute)
  - Choose **Settings** from top right HELP menu
  - Customize your settings and add your profile picture
    - For more information view the Setting Up Your Personal Setting and Profile Picture tutorial
- Set your notification preferences (you can choose to receive course communication through a personal email account or mobile device)
  - We recommend setting your preference for receiving Announcements to ASAP (via text or email) in case we need to contact you on short notice
  - For more information view the Setting Up Your Notification Preferences tutorial

4. Start Your Course
- You will be able to access the Student Orientation Module for the course one week prior to the start date. Module 1 will be open on the first day of class.
- To begin your course:
  - Log in
  - From the Global Navigation go to "COURSE"
  - Choose your course
  - Click on the blue "START HERE" button
    - Work through the Student Orientation module and complete the required practice assignments

- ▪ Review the Academic Integrity Module and "TAKE the PLEDGE" to the Academic Integrity Agreement

PLEASE NOTE: On the first day of class you will *NOT* be able to launch Module 1 until you complete all the assignments in the *Student Orientation Module* and "*TAKE the PLEDGE*" to the Academic Integrity Agreement.

5. **Learning Activities**
   - Read the assigned textbook pages
   - Watch and listen to the multimedia lecture presentations
   - Engaging in interaction with GSI and professor
   - Post short essays to a discussion forum
   - Complete quizzes, midterm, and final exam

6. **Students with Disabilities**
   If you are requiring course accommodations due to a physical, emotional, or learning disability contact the UC Berkeley's Disabled Students' Program (DSP), http://dsp.berkeley.edu/services.html. The DSP will review all requests on an individual basis.
   1. Have your Disabled Student Program Specialist send the instructor a formal request **BEFORE** the first day of class by email
   2. In addition, notify the instructor through course email and your Online Learning Support Specialist, which accommodations you would like to use.
      a. Online Learning Support Specialist
         i. Tracie Allen Littlejohn, email: twgallen@berkeley.edu

7. **Final Exam**
   - For those who are in Berkeley, your written final exam will be on campus on **Thursday, August 13, 2015 from 1-4 p.m. PST** at TBD.
   - If you cannot attend the on-campus final exam you must secure a proctor at an approved proctoring site. Find out how to do this by reviewing the Finding a Proctor Tutorial. Fill out the Summer Session Proctor Application. The application must be submitted by **July 17, 2015** or you will be expected to be back on campus for the final.