University of California
Berkeley

ASTRO W12/EPS W12
The Planets
June 23-August 15, 2014
<u>ORIENTATION</u>

Summer Session Tutorials:
[Introduction to Your Online Classroom](#)
[Setting Up Your Notification Preferences](#)
[Setting Up 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](#)

The estimated workload for this course is **6-12 hours per week**. In order to be successful in the course you will want to allocate at least this much time per week, if not more.

1. **Textbooks/Course Materials**

   - *[The Cosmic Perspective: The Solar System with MasteringAstronomy](#)*, 6/E. Jeffrey O. Bennett, et al. ISBN-10: 0321642678 ISBN-13: 9780321642677. **A new textbook will include a valid access code to MateringAstronomy.**

   - MasteringAstronomy package: 75% of the homework will be completed online using this package that accompanies your textbook. You need access to this resource to pass this class and this is *separate from the online classroom*. Please see the attached document for various options to purchase the package.

2. **Computer Requirements**

   - **Internet**
     - i.   High-speed Internet, 3 Mbps (megabit per second) or faster
   - **Operating System**
     - i.   Windows XP SP3 and newer
     - ii. Mac OSX 10.6 and newer
   - **Computer Speed and Processor**
     - i.   Use a computer four years old or newer when possible
     - ii. 1 GB of RAM
     - iii. 2GHz processor
   - **Screen Size**
     - i.   A minimum of 1024x600 pixels – (Average size of a netbook)
   - **Screen Readers** (only needed for students blind, visually impaired or have a learning disability)

  i. Internet Explorer 9 & 10 and Firefox - latest version of JAWS
  ii. Safari - latest version of VoiceOver
  iii. Chrome - there is NO screen reader for Chrome
- **Mobile OS Native App Support** (mobile devices not required)
  i. iOS 5 and newer
  ii. Android 2.3 and newer
- **24/7 Tech Support**
  i. 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 – – https://bcourses.berkeley.edu

- Summer Session students need to authenticate and log in with their CalNet ID and passphrase
  - o If you don't already have your CalNet ID you should contact CalNet directly
  - o calnet@berkeley.edu or 510-642-4126

- Personalize your settings (only takes a minutes)
  - o Choose **Settings** from top right menu
  - o Customize your settings and add your profile picture
    - For more information how to do this view the Setting Up your Personal Setting and Profile Picture tutorial
  - o Set 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 on how to do this view the Setting Up your Notification Preferences tutorial

4. Start Your Course

- Students will be able to access their course(s) one week prior to the start date. Please note the Instructor and GSIs will NOT be available for questions or assistance until the official start date.

- To begin your course:
  - o Log in
  - o From the global navigation go to "COURSE"
  - o Choose your course
  - o Click on the blue "START HERE" button
  - o Work through the Student Orientation module and **complete** the required practice assignments
  - o Review the Academic Integrity module and "TAKE the PLEDGE" to the Academic Integrity Agreement

PLEASE NOTE: 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
- Compose and post contributions to the weekly online discussions
- Complete written homework and online homework using MasteringAstronomy package
- Complete midterm exam online (available only during 24 hour time window)
- Complete final exam
- Read classroom announcements posted during the course

6. **Students with Disabilities**

- Any students requiring course accommodations due to a physical, emotional, or learning disability must contact the Disabled Students' Program (DSP), http://dsp.berkeley.edu/services.html, at the beginning of the course with their request. The DSP will review all requests on an individual basis. Please have your Disabled Student Program Specialist send the instructor a formal request by email by **July 3, 2014**

7. **Who should you contact for support?**

- Please see the "Who should you contact" document for detailed instructions

8. **Final Exam Expectations**

   a. Your final exam will be available in an on-campus setting on **Wednesday, August 13, 2014 from 6-8 p.m.** (location TBD) for those who are in Berkeley.
   b. 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.
   c. Fill out the Summer Session Proctor Application. The application must be submitted by **July 18, 2014.**