University of California
Berkeley

MATH W53
Multivariable Calculus
June 23-August 15, 2014
<u>ORIENTATION</u>

Summer Sessions Tutorials for Online Courses
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 **20 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**

   - Textbook is available from the Cal Student Store
   - The textbook is "*Multivariable Calculus, Early Transcendentals for UC Berkeley, 7th Edition*" by James Stewart
     - o This is a custom edition consisting of selected chapters from "Calculus, Early Transcendentals, 7th Edition" by James Stewart
     - o The latter book can also be used. However, earlier editions, as well as other versions of Stewart's calculus book such as "Hybrid Version" or "Essential Calculus", are different and do not contain the material needed for this course

2. **Computer Requirements**

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

- **Screen Size**
  - A minimum of 1024x600 – (Average size of a netbook)
- **Technology to submit handwritten assignments**
  - Scanner (preferable) or by taking a picture of the assignment
  - Assignments will be submitted online
- **Screen Readers** (only needed for students blind, visually impaired or have a learning disability)
  - Internet Explorer 9 & 10 and Firefox - latest version of JAWS
  - Safari - latest version of VoiceOver
  - Chrome - there is NO screen reader option for Chrome
- **Mobile OS Native App Support** (mobile devices not required)
  - iOS 5 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 – http://summer.berkeley.edu/courses/online-courses

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

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 GSI's will NOT be available for questions or assistance until the official start date.

- To begin your course:
  1. Log in
  2. From the global navigation go to "COURSE"
  3. Choose your course
  4. Click on the blue "START HERE" button
  5. Work through the Student Orientation module and complete the required practice assignments
  6. 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**

- Lecture videos
- Check your Understanding quizzes immediately after lecture videos
- Homework assignments, to be scanned and submitted online (will be graded pass/fail based on completeness)
- Quizzes, also to be scanned and submitted online (will be graded in detail by the GSI's)

- Discussion forums, where students and GSIs can discuss questions in writing
- Office hours using voice and whiteboard software
- Final exam

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. **Description of Instructor, Graduate Student Instructor (GSI), and Online Program Coordinator (OPC) Roles:**

The Course Instructor, Michael Hutchings, is responsible for the following activities:

- Monitoring discussion forums
- Creating and modifying all assignments, multimedia presentations, quizzes, and exams
- Reviewing requests for incomplete or pass/no pass grades
- Monitoring student progress
- Approval of final course grades
- Posting announcements about course or schedule revisions

You should ask the following types of questions on the discussion forums or in office hours, where the instructor or GSIs will answer them:

- General, non-personal questions about course policies and procedures
- Questions about the course content (reading, lectures, and Check your Understanding quizzes)
- Questions clarifying assignments (before they are due) or about how to solve problems on assignments (after they are due) and quizzes, or related problems

You should contact the Instructor through <u>course email</u> when you have the following issues:

- Personal questions about course policies or procedures
- Requests for incomplete or pass/no pass grades
- Other questions which cannot be answered by your GSI

The GSIs are responsible for the following activities:

- Monitoring discussion forum postings and providing feedback as necessary
- Grading student assignments and providing feedback to students
- Monitoring student participation in the course
- Interacting with each student via email, discussion forums, and office hours
- Responding to student questions
- Posting announcements about course or schedule revisions

You should contact your GSIs through <u>course email</u> when you have the following issues:

- Questions about grades
- Questions about course content and assignments which cannot be answered in the discussion forum or office hours

The Online Program Coordinator (OPC), <u>summer_online_support@berkeley.edu</u> or 510-664-9898 is responsible for the following activities:

- Providing students with the learning preparedness orientation document prior to the course start date
- Responding to student inquiries about online logistics
- Handling student issues regarding contact with instructor or GSI
- Assistance with offsite finals, including monitoring and getting final to and from proctoring site
- Backup contact for students who have not logged in to their course within a few days of the start date

You should contact the Online Program Coordinator when you have the following issues:

- If you cannot log into your course, and tech support is unable to help
- If you need a proctor site or questions or problems scheduling your proctor
- If you have difficulty contacting a faculty member
- If you have difficulty navigating the course site or using course tools
- If you have general course information questions

8. **Final Exam Expectations**

- Your final exam will be available in an on-campus setting on **Thursday, August 14, 2014 from 8-11 a.m. at TBD** for those who are in Berkeley
- If you cannot attend on-campus 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 18, 2014**

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