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**PS W145A**  
***Understanding Political Development in India***  
**June 23-August 15, 2014**  
**ORIENTATION**

**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 **7-10 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** (subject to change by Instructor)

- There is no textbook required for this course—all readings will be within the course

**2. Computer Requirements**

- **Internet**
  - i. High-speed Internet
  - ii. Minimum of 512kbps
- **Operating System**
  - i. Windows XP SP3 and newer
  - ii. Mac OSX 10.6 and newer
- **Computer Speed and Processor**
  - i. Use a computer five years old or newer when possible
  - ii. 1 GB of RAM
  - iii. 2GHz processor
- **Screen Size**
  - i. A minimum of 1024x600 – (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
  - ii. [support@instructure.com](mailto: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
  - If you don't already have your CalNet ID you should contact CalNet directly
  - [calnet@berkeley.edu](mailto:calnet@berkeley.edu) or 510-642-4126
- Personalize your settings (only takes a minutes)
  - Choose **Settings** from top right menu
  - 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
  - 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:
  - 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:** 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

- 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, Dr. Pradeep Chhibber, 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
- Questions clarifying assignments

**You should contact the Instructor through course email 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 GSI through course email 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), [summer\\_online\\_support@berkeley.edu](mailto:summer_online_support@berkeley.edu) 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

- a. Your final exam will be available in an on-campus setting on **Wednesday, August 13, 2014 from 9-Noon at 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](#).
- c. Fill out the [Summer Session Proctor Application](#). The application must be submitted by **July 18, 2014**.