

Welcome to BCST 100 Online!

Our class will officially start on the first day of the new term – the website will not be available to you before then. We will be using the new Insight platform for the course – more information on that below. **Please read through ALL information provided in this e-mail - most questions will be answered, and you are responsible for knowing the details and expectations.**

The course website will not be accessible until the start date. You will probably be able to login to the Insight home page prior to then – this will give you an opportunity to troubleshoot any login issues or problems. The course itself will not be available, however, until the term official begins.

We will do everything online - discussions, papers, quizzes and exams. When you first login, you should review all content in the “Everything You Need to Know to Survive This Course” link, and cruise around the site to familiarize yourself with the tools and materials. Work will be assigned on a weekly basis, and you are expected to complete the work the week it is assigned. You may also work ahead of you wish. Pay particular attention to the weekly quizzes and short assignments - these have an “expiration date.” If you have not taken the quiz before it closes, you will lose those points. Make ups will not be permitted. PLEASE NOTE – the deadlines for the first week’s assignments have been extended by a few days to accommodate everyone getting up to speed and any late adds. This only applies to the first week – all other lessons will close after seven days. Deadlines and expiration dates are listed within each lesson block, under the Assignments and Quizzes links and on the calendar.

Once you have read through the basic course information and reviewed the layout and design, please complete the STUDENT CONTRACT. This is crucial– your completion of this contract tells me that you have read the required information and you are confirming your intent to complete this class. **You must complete the STUDENT CONTRACT by the posted deadline. Failure to do so may result in your being dropped from the class.** After completing the STUDENT CONTRACT, please make your way to the Week 1 Discussion Forum and introduce yourself!

Our primary means of communication will be via the Discussion Forums. There is a forum for each lesson - a discussion topic is assigned, and you are expected to participate in an ongoing dialogue with your fellow students. Your participation on the Discussion forums

is a significant part of your grade. I encourage you to login at least 2-3 times a week so you can stay up to date on the conversations. Posting a short note right before the forum closes is not acceptable; I expect you to engage in a DISCUSSION, which will mean logging in and posting regularly. In addition to the discussion forums, there are additional forums for open discussions, short assignments and class news, announcements and questions.

If you have not already done so, please review all information posted at www.ccsf.edu/kbeyer - click on the link for your class. The information in this e-mail is posted there, as well as textbook information (*Broadcast, Cable, Internet & Beyond*, Joseph Dominick, et al., 7th edition). If you have not yet purchased your book, do so as soon as possible. Used copies of the assigned text are acceptable, and you may purchase the book via the CCSF bookstore or any online retailer. If you purchase it online, I suggest you do expedited shipping. I will not grant extensions because you didn't get your book prior to the start of term. You must have the 7th edition of the textbook; prior editions will not correspond appropriately to the online materials, lesson plan or quizzes/exams.

You can also rent a digital copy of the textbook for the semester at www.coursesmart.com (and yes, they have an Ipad app!) The cost to rent is considerably cheaper than buying.

This course is being hosted on the Insight server – if you have taken a CCSF course online in previous semesters on Insight, use the same login and password. The URL is:

<http://insight.ccsf.edu>

1. If you are a new Insight user and this is your first online class, an e-mail with your login id and password instructions will be sent to each student's CCSF GMAIL account around the first day of classes. Please note – it is going to your gmail account, not your personal account. If you do not get the e-mail or lose it, contact the Insight help desk.

3. If you have any questions about logging in, editing your user profile, or changing your password please review the information posted on the Insight home page (<http://insight.ccsf.edu>). Information on getting telephone assistance is posted there as well. Telephone assistance is available business days from 9am-4:00pm (PST) Monday through Thursday at 415-452-5689.

Let me know if you have any questions. Otherwise, I'll see you online!

Karyn Beyer
kbeyer@ccsf.edu