

Hello and Welcome to Fullerton College Chem 103 Online Course. I'm Professor Jan Chadwick and the textbook we are using this semester is Investigating Chemistry, third edition.

This video will show you how to access and navigate the Chem 103 online course. At first, this might seem a bit daunting, but once you are settled in to the course and accustomed to the two sites, Blackboard and LaunchPad, the navigation is pretty easy. What is difficult is the time management for this course as there are several assignments going on at once and you will need to stay on top of this. I have some documents that might help you get acquainted with the flow of the course. Let's take a look at what you need to do first and then the general flow for a chapter of work looks like.

Let's first take a look at the syllabus on my campus website. The url is staffwww.fullcoll.edu/jchadwick

Click on Chem 103

Please read the first two documents – you might want to print them out. The first document has the link to both Blackboard and LaunchPad. The syllabus is a bit long, but is always available on the website. The last two documents might be useful to you as well. One provides a weekly schedule and the last is the list of homework assignments. The due dates and homework assignments are listed in LaunchPad as well.

Let's take a quick look at what you will need to do first in LaunchPad.

Go to [LaunchPad](#) at <http://www.macmillanhighered.com/launchpad/johll3e/1783668> If you purchased the textbook from the Fullerton College Bookstore, the access code is included. If you purchased a textbook elsewhere and don't have an access code, you can purchase one on the website. LaunchPad provides an e-text of the textbook so you do not need a physical hard copy of the textbook. It is just a matter of preference.

There is a link to both Blackboard and my campus website where the syllabus resides. Let's assume you have already read the syllabus. The next thing you need to do is complete the student contract. If you don't login to Blackboard and complete the contract by the due dates in the Fullerton College Schedule of Classes on the fullcoll.edu website, you will be dropped from the class. Usually, you need to login to Blackboard by the first Friday and complete the contract by the second Monday of the semester, or you will be dropped. You can access Blackboard from LaunchPad, www.fullcoll.edu, or MyGateway.

Let's take a look at how LaunchPad is set up. LaunchPad has the textbook online and you can use this as a reference or as your primary textbook. As with many, I prefer to have a hardbound text for a course, but you can use the online version here at LaunchPad as your textbook. Notice this tells you there are assignments or readings needed to complete. This is provided by the publisher, so I expect you to read the entire chapter regardless of whether there is a "to do" listed here or not. Click on the arrow to open each chapter. In Chapter One, there are several embedded assignments. Notice that once the chapter is open, there are additional To Do reminders. There are dates on each and these are due dates. Everywhere you see a To Do there is an assignment due and the due date is conveniently listed here. Many of the assignments are simulations that are worth 1 to 2 points and are click-throughs. They will help your score in the course, so make sure you complete each assignment. The rest of the assignments are listed at the bottom of the chapter and usually require that you submit your work in Blackboard.

If you click on an assignment, more detail is provided on how to submit the assignment in Blackboard. My preference to submitting work is pdf format. You might need to submit an assignment using Word, but for the most part, either a PDF or a jpeg if you take a photo with your cell phone will work in most cases. Please do not submit tiff photo files, they are HUGE files.

Click on Home in the upper left-hand corner to return to the main page. Looking at the End-of-Chapter Homework, each problem listed is worth one point and along with submission instructions. Click on Home and then click on Online Quizzes, you can see that you are directed to Blackboard. Let's take a look at Blackboard now.

Blackboard is accessible from the Fullerton College website, myGateway, using the url online.fullcoll.edu, or I often have the site linked in my provided text. Using the Fullerton College website, go to www.fullcoll.edu and look to the left for pull-out side navigation bar. Click on Blackboard. There are instructions on how to login, basically, use your student ID with the @ sign for the username and your Fullerton College network password to login.

If you have more than one instructor Blackboard, you might see a list of courses to the right. Click on the correct course with the correct section number; you might need your section number handy.

Navigation Bar on the Left

You notice a navigation bar to the left and all of the folders are in the Content area. The Groups is the area where the discussion forums reside and these are not set up yet. You can check quiz and exam scores in MyGrades, but I do keep all of your scores in a separate database in Webgrade. Once some scores are generated, I will email you the login info to check your grades. In Office Hour, I have an online office hour from 12-1 on Mondays. You can contact me anytime at my email address jchadwick@fullcoll.edu and I strive to get back to you as soon as possible, usually within 24 hours.

Going back up to the main content area

The first day instructions remind you to read the syllabus and then complete the student contract in LaunchPad.

Assignment Drop Box folder

All work that requires hand-written work is submitted in the Assignment drop box or the Homework drop box. The Assignment Drop Box is organized by chapter. Any assignments due in Blackboard are listed by chapter there. Work the assignment out on paper and then either scan the work if you have a scanner or take a photo of the work with your cell phone or camera and submit each page in the drop box. I prefer PDF format, but if all you have is a jpeg picture of the page, that will work as well. Write legibly; I can't grade illegible work and I won't have an opportunity to ask about it in class. All submitted work must be handwritten; I don't accept typed work. You should use a pencil for your work because errors do occur and it is difficult for me to grade your work. I grade your work and typically list what problem or assignment number(s) you have incorrect. Keys are posted after the assignment is due so you can check your answers and see where you are incorrect. If you aren't sure about a homework or assignment solution, contact me via email. I will sometimes send you a link to a video to answer you. I do not accept late work so please do not ask to submit late work.

Just a reminder - Don't forget there are assignments due in LaunchPad as well that are click-throughs, but they don't require paper submissions.

Homework Drop Box

Moving on to the Homework drop box, you can see that this folder is organized by chapter as well. Submit your end-of-chapter homework here. You should use a pencil for your work because errors do occur and it is difficult for me to grade your work. Each homework problem is worth one point. Once again, I don't accept late work, so please do not ask for exceptions. I provide some feedback, but you should check your own work with the solution keys Blackboard.

Chapter Quizzes

Simply click on the quiz to get it started. You can take the quiz two times. If you are satisfied with your first attempt, that will be your score. If you take the quiz a second time, the two scores will be averaged. Each quiz has 10 questions and you have 20 minutes to take the quiz. Quizzes are based on textbook content and the quizzes are open book. Make sure you have a calculator, a period table, a pencil and paper for calculations ready to go before you start a quiz.

Exams

There are three exams during the semester and they are worth 100 points each with 50 problems. The final exam is worth 200 points. They are timed and questions are taken from a pool of 200 to 300 questions so no person will have the same exam. The exams are based on the textbook and include the case study content in the textbook. Do not open other browsers or browser tabs when taking the exam. Once an exam is started, you cannot exit out of the exam and re-take it. If you click open a tab or a new browser, the exam automatically ends and submits your work. You can only take the exam once. I have a practice exam for Chapter 1 to give you an idea of the presentation of the exam.

Videos and PowerPoints

I make videos as students ask questions, so it might be worthwhile to check here for topics. I also provide some PowerPoints and can provide more if you find them useful. If there is a concept or problem where more information would be useful, email me well in advance of any due date and I will generate a video or PowerPoint on the topic.

Syllabus

At the Syllabus link, this links to my website so the Syllabus, Course Schedule, and Homework Assignments are always available to you.

Tutorials

The tutorials listed here are optional, but may be of use to you when studying. They are not graded.

That's about it for now. I hope this overview of the work flow for the course was instructive and useful. Once again, shoot me an email if you have questions. I mass email the class several times with clarifications and reminders often more than once a week so you will likely hear from me soon. Enjoy your semester and good luck with Chem 103 and any other classes you might be taking.