

EDP 350 Online Directions

URL

The current course website is <http://cetl.edtech.csulb.edu/edp350/>; Use this URL to get to the course site.

Sign On

To sign on, you need to enter your user name and password. Your user name is the first letter of your first name, followed by the letters in your last name (e.g., for Tom Brown it would be tbrown). Your password is the letters in your last name (e.g., Brown). If your user name and password do not work, contact Bernard Llantero (bllanter@csulb.edu) for assistance.

Profile

Once you have entered the course site, click on the profile bar and review for accuracy and edit your profile information. Be sure to have your correct email address entered and change your password to something that has a combination of numbers and letters of at least 8 characters in length. Write your password down and save it in case you forget it. Use this password in the future to enter the course website. You may change it at any time using the above stated procedure.

Hardware Necessities

This course is designed for users of computers that have 56K modems, an MP3 player, and Flashplayer (a.k.a. Flash MX) installed on their computer. Also needed is Internet Explorer 5.0 or above, or Netscape 7.0 or above for MAC users, or Netscape 6.0 or above for PC users. If you have technical questions or experience technical difficulties with the course that are hardware related, contact our technical assistant whose name is Ramki at rshanmu@cecs.csulb.edu.

Classroom and Help

Click on classroom to view the course calendar and requirements. Observe the dates posted because they tell you when a given week is open and when it closes. Dates open and close at midnight of the posted calendar day. All requirements must be completed by the closing date on the calendar. This means that you must complete the assigned reading, listen to the lecture, complete the assignment, and take the quiz before the closing date. Failure to do so may result in loss of points and you can not go back and make up missed weeks.

Clicking on the help toolbar will highlight narrative explanation of the classroom or any other section of the course. Use this toolbar as often as needed.

Objectives

View the objectives for a given week by clicking on objectives while you are in the classroom window. The objectives specify all information that you will learn for a given

week, including the actual pages in the book to read. Always check the objectives because sometimes pages to read are not posted in other places on the website.

To Do List

The To Do List contains all of the items you need to complete for a given week. You can click on a box and a check will appear in the space; do this after you complete a given item to do in order to keep track of your progress each week. The checks will remain in the boxes if you shut down and return to the course website at a later time.

Textbook and Readings

Read all chapter material indicated. Note that chapter numbers in the textbook do not always match up with the week on the calendar. The book is entitled Introduction to Special Education by Deborah Deutsch Smith and published by Allyn and Bacon. You can purchase it at the bookstore or online from the publisher or other online textbook service.

Lectures

The lectures are streamed audio that will play through your speakers with accompanying synchronized power point slides that you view on your monitor. The lectures are highlighted in numeral order 1-3 etc. and are about 15 minutes per lecture. Listen to all highlighted lectures in the order in which they appear. If you have a high speed internet service such as DSL or cable connection, you can stop and start the lectures or jump forward and back with ease. Otherwise, stopping a lecture will result in you having to start the lecture over from the beginning so don't stop a lecture once it has begun. Transcripts for each lecture can be viewed as well. Click on the transcript, download and print it as needed.

Assignment

Each week you will have question to respond to in writing. Click on the assignment to view the question. It is highly recommended that you type your response to the assignment on a separate word file, save it, and then cut and paste the response into the assignment window. Once you have done this, click the submit button to send your response to the instructor. Your response will be graded, scored with comments, and this information will be returned to you via an email and the score will be posted in the grade book. Allow your instructor ample time to grade your assignment-submit it as early as possible in the posted calendar dates and realize that the instructor may not grade it for several days.

Quiz

A 15 item quiz must be taken by you for each week session of the course. Generally, the quizzes are true false. To take a quiz, click on the quiz button, click when you are ready to begin, and answer all of the questions. 5 questions appear on the screen at a time and you can navigate forward and backward through the quiz with the navigation buttons at the bottom. You can go back and change your answers if you wish up until the time expires or you submit your final answers. After either of these events, you can not

change your quiz responses. Your score will be posted within 24 hours after you complete the quiz.

Unfortunately because of security issues, you can not view the items you miss or get correct on the quiz. You can write down items you are unsure of and email them to your instructor for feedback. If you are overly frustrated by this set of circumstances, you may wish to drop the course and take an on campus version of EDP 350. We apologize for the inconvenience of these circumstances but can not change this policy due to security related concerns.

Special Assignment

Click on the special assignment to view the information for the special assignment. You are required to complete two 1-3 hour observations of a special education classroom; one of these needs to be in a K-5 or 6 grade school, and one in a middle or high school setting. Click to open the observation form in the upper right hand corner, download, and print this form. Follow all of the directions and type a double spaced narrative response to the items listed (approximately 2-4 pages in length). Be sure to answer everything requested. If you don't observe a specific item, ask the teacher for the information (e.g., amount of time and opportunity the students spend with their non-disabled peers). When you have finished typing your observation, attach the form to the front of your narrative and mail it to the university address specified with attn: Dr. Gary Greene at the top of the address. Make sure you designate the date of your observation on the form and get the teacher's signature. Also, allow adequate time for the mail delivery system to work; typically 3-5 days, so don't wait to the last minute. Observations are due by week 6 and week 12 in the course. Go to a local public school to find a classroom to observe and talk to the special education teacher there for permission.

Study Guide/Exam

A study guide for each exam will open on the given date indicated. Download and print this study guide to assist you in preparing for the exam. The exams are 50 items in length and are multiple choice format. Use the same guidelines stated for the quiz when taking the exam.

Quiz and Exam Technical Problem

In rare instances, students have experienced a shutdown or being cutoff in the middle of a quiz or exam. If this happens, contact your instructor immediately to make arrangements to retake the quiz or exam. However, you will be allowed to do this one time only after we verify through the server the accuracy of your claim. Students who experience this difficulty more than once should drop the course. You may want to take the quizzes and exams at a high speed internet site (e.g., CSULB campus library) in order to avoid the possibility of experiencing any technical problems.

Grades

You can keep track of your scores by clicking on the grade section of the toolbar. Note that your total grade will change periodically, based on your ongoing performance in the

course. The grade section also contains information on the total points for each course requirement and the total grading scale.

E-Mail

You can contact your instructor or technical assistant at any time using the email toolbar. Click on email, select the recipient in the box, type, and send your email. Expect a response within 24-72 hours.

Policies

Please read the posted policies for this course which explain critical information regarding course expectations and requirements. Contact your instructor if you have any questions about these policies.