Online Class Guide: IT 5302 Introduction to Web Development Southern Polytechnic State University

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## Should I take an online class or not?

This is an online course and it can be more difficult sometimes. It’s important that you get *ready* to take an online course. Please note these major differences:

* This online course is mainly conducted through GeogiaVIEW and you have to be familiar with the system. You are responsible for any system and application that are required to take an online course, and it is your responsibility to make sure they run correctly.
* There are no interactive lecture sessions in this class. Learning takes place through assigned readings, tutorials, exercises, online Q&A and discussions; recorded lectures might be provided for some subjects. It is important that you manage your own time well and push yourself to complete the work. You are more relying on yourself.
* Most communications and interactions are asynchronous. Majority of the communications are through emails and GeorgiaVIEW discussion boards, supplemented by telephone (while in office hours) and dedicated online meeting sessions. It is important to visit the discussion boards regularly and be active in discussion boards.

Generally, if your learning style is such that relies more on guided practices, interactive discussions, and instant feedback, but less on reading and self-study, I recommend the in-classroom version course.

## Communications and Meetings with the Instructor or TA

You may contact the instructor via the following methods (find contact information in the syllabus).

* Any time: email me directly via your SPSU email (do not use the GAView email if possible) for private issues; post to discussion boards for non-private issues.
  + I will respond to most emails within the next business day.
* During the office hours listed in the syllabus
  + Call me (office phone number)
  + Request to chat with me in GeorgiaVIEW while I am online (check the “Who’s Online” page).
  + Drop by.
* In addition to the normal office hour, virtual office hours in the evening is offered specially for this online class (via the live Wimba classroom in GAView – you may prepare a microphone if you want to speak). The schedule will be posted.

Please contact our teaching assistant for most of the issues related to assignments and exercises.

## Discussion Board Policy

The following discussion boards are setup in GeorgiaVIEW. Please post your message in the right place. Please post any public questions to the board instead of sending me emails, so everyone can participate in the discussion and share resources. Please email me only if you have private issues that you only want to talk to me.

1. **Updates and Announcements**: this one is used by the instructor for important announcements. You may reply to messages but cannot post new ones.
2. **Tutoring and Assignments:** hosted by our TA (and me). If you have assignment and grading questions, please ask them here. Also any troubles not specifically fit to individual modules will be placed here.
3. **Topic by Week or Learning Module**: each of these topic board focuses on the planned topic according to our schedule. Everyone can post new messages, responds to others, and rates any message. Participation in this board counts toward your participation points (where applicable).
   * We can discuss book sections, tutorial contents, additional learning materials and resources, assignments, exercises, solutions, etc.
   * Students can ask questions or answer other students’ questions.
   * I will post specific discussion or review questions.
   * There will be a standard “weekly study progress check”: everyone needs to reply to this weekly survey message on your study progress. The replies are part of the participation grade (if applicable). Please reply once you finish all required activities, or when you reached the day (or one day further) specified in the title. Thank you.
4. **General**: for all other discussions, such as those about exam, administrative issues, course feedback, goodies sharing, etc. You can also post any interesting findings and share your knowledge and learning experience.

### Message management

In some discussion boards, message ratings are enabled. Please give 4 stars or 5 stars to the messages you feel important and useful. This helps others to be aware of the important messages.

Private messages which are more appropriate to use emails are subject to be removed. Messages are also subject to be moved to other more appropriate place.

### Attachments

I encourage you to upload screenshots when asking questions regarding specific computer problems.

### Discussion of assignments

You may use the discussion board to discuss assignments. But this does not mean you should directly ask for answers (especially before the due date). Please avoid questions like:

* "Can someone share the answers?"
* "What did you do for the question ... ?"
* "Can anyone post his/her work?"

Please also avoid posting your complete work to the discussion board (especially before the due date). And absolutely you should not attach your submission file to any post.

Thank you for your conformation.

## Participation (if applicable)

Participation is evaluated by the following activities:

1. Timely response to the “weekly study progress check” message each week.
2. Responses to the specific discussion or review questions/exercises posted in each week (if there is any).
3. Messages that receive 4 stars or 5 stars weigh in.
4. Activity report by the GeorgiaVIEW system (check the “My Progress” tool). I will get a detailed report of this for each student. Things to value: total login sessions, total time, messages sent, messages read, files viewed, folders viewed, etc. The general principal is that your numbers should not be “significantly” below the average.

### Sample report

