Thank you for your interest in Online English 120! Class begins on **August 19, 2013**. The information below will help you prepare for your online class.

**Access Requirements**

No mandatory campus visits are required to take this course. The course, however, is not a self-paced course but an online community of learners working through a 17-week semester. It unfolds week-by-week with the whole class participating in weekly exercises and discussions together. If you are seeking an independent studies course, know in advance that this is not one. It is recommended to log on at least *three* different days a week to work in the course, but you can pick whichever days and times suit you. A new week of course content with assignments is released each week and students will have the rest of the week to complete the listed activities.

Students will access the class web site in Moodle via MyCOM. For information about getting a MyCOM account, read the FAQ's on the MyCOM Portal login page. #6 on the Portal login page explains how to get to Moodle.

**First Day of Class Instructions:**

All enrolled students are required to login to the class Moodle website between 6 pm Monday, August 19, 2013 and 6 pm Tuesday, August 19, 2013 to hold their spot in the class. If a registered student does not login to the class site during this 24-hour period, his or her spot may be given to a student on the waitlist. (The waitlist is usually long and there is a shortage of class spots to meet the demand; so know that I will honor the waitlist if you do not confirm your spot and begin the course as required.)

**Waitlist & Add Codes**

If you are on the waitlist or attempting to add the course, email the instructor, Win Cottle (win.cottle@marin.edu) as soon as possible to indicate your desire to take the course and to receive course start up information. Please include your name, the section number of the class you wish to add, and your COM Student ID (if you have one) in your email.

**Course Materials**


**Book Purchase:**

Students may purchase their books online by visiting COM's online bookstore, or students may buy the books at the COM campus. Please purchase the editions listed, since content and pagination in old editions of texts do not match with course assignments. This is not a course where you can get by without reading the assigned texts because the quizzes and assignments are based on specific text passages.
**What To Do When You First Access The Course Online**

Be advised that Moodle works best with Firefox. Not all features function with Safari for Mac users. If you run into any technical problems, check your browser using the helpful information at the following link: [http://ilearn.csumb.edu/BrowserTestFiles/index.php](http://ilearn.csumb.edu/BrowserTestFiles/index.php)

You can also access [moodlehelp@marin.edu](mailto:moodlehelp@marin.edu) for assistance.

Take some time to familiarize yourself with these two helpful Moodle FAQs for students and bookmark them for future reference:

[http://www.marin.edu/DE/faq.html](http://www.marin.edu/DE/faq.html)
[http://docs.moodle.org/20/en/Student_FAQ](http://docs.moodle.org/20/en/Student_FAQ)

It is important to note that in order to end a Moodle class session, you must click on the logout button which is found on the right side of your browser window at the top. Simply closing your browser does not end your session. If you do not log out, your session will remain active. The next person to use the computer will have full access to your account.

I hope this email answers your preliminary questions. I look forward to working with you in Online English 120 and in guiding you on your journey as you become a more confident writer. Please feel free to e-mail me if you have any questions along the way.

Best,

Win Cottle

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