

## Frequently Asked Questions

When do I need to come to class?

We have classes at Laney College on Aug 24 (introduction), Aug 31 (first two required)

Sept 21, Oct 12, Oct 26 MIDTERM

Nov 16, Dec 7 (last study class), Dec 14 FINAL EXAM

On these days, we will do a lot of talking to practice the grammar you've learned and you will take tests. [Here's a link to the class flyer](#)

You can log in every Thursday to my online office hours too if you want to join a conversation with me and your classmates or ask me questions. 6:00pm for High Intermediate, 2:00pm for Advanced.

What do I do if I can't come to class?

Coming to class is important. You will miss the communicative part of the lesson – talking with your classmates. You will miss a test. I can arrange for make-up tests, but will need a good reason. If you know you will miss a class, let me know as early as possible so that we can arrange for you to take the test. You will not get the attendance points for that class.

How will I do the lessons?

Most of the course will be online. For this class, you will use a program called Moodle (<http://eperalta.org/fall2017>). You will need to check it several times a week. You will have work due every week on Tuesday and Saturday.

You will read/watch videos and take quizzes on what you read/watch. You will do online practice sets. You will participate in a weekly discussion with your classmates. All of this will be posted on the Moodle site. [How to use Moodle](#) Part 1 (including access, profile and first forum)

Do I need to be online at a particular time?

No. You may choose to participate in the weekly online office hours discussions. You will need to post homework before Tuesday midnight and Saturday midnight each week, but you can do that at any time before those deadlines. Late work will go down 5 points per day. You should expect to spend at least 10 hours a week on this course.

Is there a book?

No. All materials will be online.

Do I need to know a lot about computers?

Not really. You need basic skill on the computer and regular access to the internet. You'll need to find resources and post them to a discussion forum (I'll explain how!). You'll need to save your writing as a PDF to send to me. You'll need a google account for document sharing. [Here's the link to sign up for a](#)

[Google account](#). If you're comfortable writing on a computer and using web pages and email, you might have to learn a few new skills, but you should be fine! [Here's a free typing tutor program](#)

Where can I get help?

You can always contact me through email at [grammardb@gmail.com](mailto:grammardb@gmail.com) . I usually respond within 48 hours. I can make in-person appointments at Laney College too. My office is T405.

You can email [online@peralta.edu](mailto:online@peralta.edu) for help with accessing and using Moodle.

At Laney College, you can go to the computer lab in room F170 to use the computers and get help finding things (you'll need a student ID).

You can go to the writing workshop in B260 to use the computers and get help from an ESL tutor.

Do I get the same credit for an online class?

Yes, this class has the same 4-unit credit as any other grammar class at Laney College. A 4-unit class usually means 4 hours a week in class plus 6-8 hours of homework. Expect to spend 10 hours a week on this class.

Do online classes qualify for financial aid?

Yes, this class is counted the same as any other 4 unit course at Laney College.

Can my friends help me?

I highly recommend that you do your own work. Much of your grade will be based on in-class testing, so you need to know the material, not your friend. You are welcome to work together with someone who can explain things to you if that helps you learn the material better. Turning in work that someone else wrote is cheating (see the rules of Academic Dishonesty below) and will not help you to pass the tests.

Can I copy answers from the Internet?

No. You will need to write in your own words. If you are caught copying, you will first get a warning and if it continues, you could get dropped from the course. [Here are the Laney College rules about Academic Dishonesty](#)

How do I get an A in this class?

- Get an A or B on the tests.
- Turn in all work well-done and on-time.
- Use good grammar in weekly discussions.
- Write substantive (long and meaningful) posts in the discussion.
- Come to the classes at Laney and participate in discussions.

**Try this!** [Here are some questions \(things to think about\) to get ready for your first online course](#)