

## **“Start Here” Required Components**

1. The courses will have the following available on the first day of classes: Start Here, Syllabus, First weeks’ readings and assignments.
2. Required “Start Here!” icon (This may be set up conditionally so that nothing becomes available until after it has been accessed. This may include questions about the course to show they have read the syllabus and course expectations.)
  - a) E-mail response time (student and instructor). 48 hour suggestion.
  - b) Grading time frame. 1 week suggestion.
  - c) Communicate only through the WebCT course and not school e-mail.
  - d) Official class Start Date.
  - e) Official class End Date.
  - f) What to do about late assignments.
  - g) When to contact faculty member and when to contact the IT support line.
  - h) Importance of due dates and times.
  - i) Acceptable document file formats.
  - j) Etiquette in discussions and e-mail.
  - k) How often (weekly) should a student log-in.