

INFORMATION AND INSTRUCTIONS FOR
ONLINE COURSE PROCEDURES FOR DOC BUTLER'S HISTORY CLASSES
DURING PRECAUTIONARY CLOSURE OF COLLIN COLLEGE
DUE TO COVID19 CRISIS

SPRING 2020

Prepared Friday, March 20, 2020

PLEASE READ THIS IN ITS ENTIRETY

Starting Monday, March 23, 2020, all F2F (Face-to-Face) classes at Collin College will begin online instruction in order to help curtail the spread of the Corona virus COVID19. To the best of my knowledge, no actual cases of COVID19-induced illness were reported at Collin College prior to Spring Break, which commenced two weeks ago, and was then extended a for a further week.

Presently, no one knows how long the college will be closed for F2F classes. It could only be for a few weeks, or it could be until the end of the Spring semester. Please check the campus website and your Collin College email from time-to-time for the latest updates. I will also try to keep you up-to-date by email and CANVAS announcements.

Fortunately, I already have my students complete assignments and exams online (except for the FINAL EXAM). In addition, all the PowerPoint slide shows (PPTs) that I use in class are already available on my "Back to the Past" website. That means that I am already well-prepared to go to online course instruction.

For a while, I had considered supplementing these resources by recording video lessons and then putting them on YouTube or some other medium, so that you could see and hear me lecture the same as if I was in the classroom, but I have decided not to do that because during this crisis, a lot more people are going to be using the Internet than previously. Video requires a lot more bandwidth and server space than static webpages, and I have no idea how well the Internet service that each one of you uses will hold up under the demand.

Taking that into account, as well as the fact that I count attendance as part of your grade, here is how online instruction will be carried out for all my History classes during this crisis.

1. Each week, I will assign three self-study lessons that require you to review a certain number of PowerPoint slides that are already available on my "Back to the Past" website. These lessons, which I will include in the "Student Study Aids" section of my "Back to the Past" website, will take the place of our usual F2F MWF classes.
2. In addition to these self-study lessons, I will be posting links to YouTube videos, which are the same or similar to the ones I sometimes use in class. These links can be found in the "Student Study Aids" section of my "Back to the Past" website. I encourage you to view these supplementary videos, just as I encourage you to keep up your textbook readings.

3. At the conclusion of each self-study lesson, you will go into CANVAS and complete a short review quiz that asks 15 questions, more or less, about the material in the slides you just reviewed. The deadline for completion of all three review quizzes will be Friday at 11:59 p.m. of the week for which the lessons and quizzes are assigned. This means that you can complete this work at any time on any day of that week when it is convenient to you, but you must finish by the end of the week! Once the deadline occurs, there will be no further chances to complete this work, unless some documentable extenuating circumstances arise.
4. Although the grade for each review quiz will NOT be applied to your final course grade, I will be able to see in my gradebook when you complete a review quiz. When that happens, I will mark you as “present” in the Attendance section of CANVAS. For example, when you complete the review quiz for the first lesson of the week, I will mark you as “present” for Monday. When you finish the second review quiz, you will be marked as “present” for Wednesday. When you finish the third review quiz for the week, I will mark you as “present” for Friday. This way, you will not only become acquainted with the course material, but also earn points toward your attendance grade. In other words, each completed review quiz will be treated for grade purposes the same as your attendance in a 50-minute F2F class would be ordinarily be treated. In short, each completed review quiz replaces your actual attendance in class.
5. Please note that because different students will be completing these review quizzes at different times and days, I will wait until after the weekly deadline has passed before I update attendance for the week. By the time the next week starts, the following Monday, I should have all the attendance grades recorded for the previous week.

ADDITIONAL INFORMATION

When the college first announced the Spring Break extension, I naturally assumed that the Spring semester would be extended by a week, which is why I first announced that all deadline dates would be moved forward a week.

Unfortunately, the Spring semester is NOT going to be extended a week. Although we have lost an entire week of instruction, we are still expected to be finished on the date originally scheduled. Therefore, I must reluctantly retract my earlier statement about postponing the deadlines for assignments and exams.

What this means is that unless I tell you otherwise, by email and/or CANVAS announcement (and I might), all deadline dates, as originally posted in your course calendar will have to remain the same.

IMPORTANT!

Because of the uncertainty surrounding our present situation, I reserve the right to alter, modify or amend these online course procedures as necessary, although I assure you that I will try not to make any changes unless I think they are for the better. At this time, we all need to be as flexible as possible, in order to cope with these extraordinary circumstances.