

TEN COMMANDMENTS FOR ONLINE COURSES / KLINE

1. Thou shalt address any technical, computer, Blackboard, or email questions to UAA ITS at 907-786-4646, option 1 or 877-633-3888, option 1. Verily, I created the earth in six days, but I have neither the technical omnipotence nor the omniscience to answer all thine itty-bitty computer questions, so thou shalt instead ask the high priests and priestess of the vaunted technology whose lives are dedicated to the arcane mysteries of the 'Blackboard CMS,' the 'command not recognized,' and the 'file not found.'
2. Thou shalt turn in documents only in .doc/.docx format (Microsoft Word), so as to preservest all thy formatting intact. Files in .pdf are likewise acceptable in my sight. All other formats shall earn my wrath with a grade of F and mine eternal anger. Neither shalt thou try to turn in assignments created on the hated iPhone or iPad (from programs like Pages), nor any other mobile device because I havest not the ability to translate their foreign document formats, which are hated in my sight. 'Save as' .doc/x or .pdf, truly.
3. If thou dost not have MS Office on thy PC or Mac, thou shalt download Open Office for free at <http://www.openoffice.org/>, whose formatting is pleasing in my sight. Open Office putteth Microsoft Office to shame because it dost not profit unethically from monopolistic marketing practices.
4. When communicating via email, thou shalt include thy name, course and section and a two or three word statement of the issue in the subject line, like this: Sally Smith, ENGL 212-502, Schedule Change? Neither shalt thou issue an email that says, "hey dude what did u do in class tday?" signed by hotlips388@hotmail.com.
5. Thou shalt always use thy spell-check and grammar check before submitting thine assignments or face my strict judgment.
6. Thou shalt turn in thy assignments to the appropriate Discussion Board on Blackboard by the deadline or earn my wrath. Neither shalt thy covet thy neighbor's work nor plagiarize nor use any other mortal's words as if they were thine own, which is to risk a failing grade in the course, a visit to the Dean of Students office, and an eternity in hellfire. What is more, thou shalt not attempt to weasel out of an assignment or due date with lame excuses, though genuine emergencies will be treated kindly in my sight.
7. If thou havest not reliable Internet access, neither if thou art not able to negotiate the dreaded Blackboard interface nor if thou art unable to upload, download, manipulate, nor 'save as' simple files, thou shouldst reconsider if this course be worthy to pursue at this time. Thou surely hast other options, forsooth.
8. Thou shalt know that thou art being held to a higher grading standard than thy peers, to wit A = 93 – 100 (or "comprehensive mastery"), B = 85 – 92 (or "high level of performance"), C = 77 – 84 (or "satisfactory level of performance"), D = 70 – 76 (or "lowest passing grade"), F = 69 or below (or "failure"). I may givest thou an NG (No Grade) on an assignment, in my mercy, so as to prevent a soul crushing grade of F, and then though shouldst revise according to mine strict instructions. If thou should'st disappear without having turned in an assignment, I may – in my mercy – issue an NB (for No Basis), but though shouldst formally droppeth the course so that thy peer might then sign up for the course, as thou didst.
9. Thou shalt allow thy deity sufficient time for the grading of thine assignments, which sometimes takes up to two weeks, particularly as the semester work pileth up toward the busy times of midterms and finals. What is more, even the Almighty has Internet or Bb problems from time to time.
10. Thou shalt indeed read thy syllabus completely and have no other gods before thee. Most if not all of thine questions will be answered there in mine holy writ. If thou shouldst petition me via email with a question otherwise found in the syllabus, thy petition will go unanswered.