

**English 337
Science Fiction
BMCC
Professor Joe Ugoretz**



Introduction--Welcome to the course! All the information in this handout is available online, with much more. This is just the most basic introduction. The best place to look for answers, information, and any course material is on Blackboard, but some

people like to have a hard copy, too. So this is your hard copy. I suggest you tape it to your desk, or hang it on the wall where you can see it when you sit at your computer.

Contact--If you have any questions, email me immediately. I will always respond to email within less than 24 hours (usually much less). My email address is juoretz@gmail.com.

Most of the course work is conducted through Blackboard, but from time to time I may send you emails. It's your responsibility to check your email regularly, and if you use a free email service like hotmail, it's your responsibility to make sure that your mailbox is not so full that my messages bounce back.

Logging in to Blackboard--To log in to Blackboard, you will need to register and get a username and password at the CUNY Portal. This is a very easy process. Just go to <http://www.cuny.edu> and click "Login." Then follow the instructions to register, or if you are already registered, just enter your username and password. Once you've logged in to the Portal, you just have to click on the link for Blackboard and you should see our course listed.

For much more detailed instructions (with pictures), you can check the BMCC website at <http://www.bmcc.cuny.edu/distance/getting-started/blackboard2.html> or view the demo videos at <http://www.mountebank.org/bboardemos.htm>.

Your username will be your first initial and your last name (possibly followed by a number if you are not the only person in CUNY with that initial and name), and your password will be your own—you make it up, and it's your responsibility to remember it. If you forget it, I will not be able to retrieve it for you, or change it. You'll have to work through the CUNY Portal help system, and that may take some time. (And remember that passwords are case-sensitive...so if your password doesn't seem to be working, be sure that you haven't accidentally pushed the "caps lock" button on your keyboard.) As soon as you have created your password...write it down! I've provided a convenient space for this below:

Your Username _____

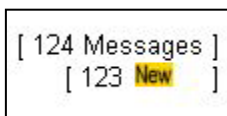
Your Password _____

Course Schedule for Summer 2007--Please carefully note all deadlines. **NO** late papers will be accepted, and all quizzes must be completed **BEFORE** the end of the Module.

Module Two ends (papers and quizzes must be completed)--	9 AM Wednesday, June 13
Module Three ends (papers and quizzes must be completed)--	9 AM Wednesday, June 20
Module Four ends (papers and quizzes must be completed)--	9 AM Monday, June 25
Module Five ends (papers and quizzes must be completed)--	9 AM Friday, June 29
Module Six ends (papers and quizzes must be completed)--	9 AM Thursday, July 5
Module Seven ends (papers and quizzes must be completed)--	9 AM Monday, July 9
Module Eight ends (Final Papers must be completed)--	9 AM Thursday, July 12

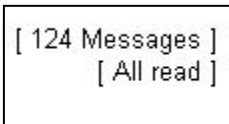
Discussion Board—The Discussion Board is the true heart of the course. You need to read and think about all the Mini-Lectures, all the stories, all the papers you write (of course), but most of all you need to read, think about, and respond to the posts on the Discussion Board.

You will receive a Discussion Board grade for each Module, and that grade will be based on the quantity and the quality of your posts on the Discussion Board (for more about quality, you can see the Rubric (<http://www.mountebank.org/Rubric.htm>)). When people respond to you, you also need to respond to their responses, and their responses to your responses to their responses, and so on and so on....



You should expect to login to Blackboard at least once a day. If you login, and go to the discussion board and see something like this. You know you've got a lot of work to do! All those 123 "New" messages have to be read, and most of them have to be responded to!

When you've done it all, when you're really caught up, the Discussion Boards should all look like this. Then you know you've read what you need to read (for that Board!) If you're really involved in the course the way you should be, this will be very easy for you. The Discussion Board is a place where you can say what you think, care about, or wonder. Grammar and spelling don't count on the Discussion Board (unlike on your papers!)



Digital Dropbox—When it is time to turn in your papers, you need to use the "Digital Dropbox."



This is Blackboard's feature for getting your papers to me (and for me getting them back to you—with comments). To get to the Dropbox, go to the "Tools" section in Blackboard.

In "Tools," you'll see a lot of useful items, but for now you need to click on "Digital Dropbox." Click on the Dropbox, and you're ready to send me your paper. First make sure that you've saved it on your computer, in a location you remember, in Microsoft Word Format (that's important...if it's not in Microsoft Word, I might not be able to open it and read it—or grade it).



Now here's the final step (and the **most important** one). This is what you'll see at the top of the Dropbox. It is absolutely **VITAL** that you click "**Send File**" (**NOT** "Add File"). If you click

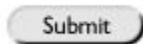
"add" instead of "send," you will **THINK** you have turned in your paper, but I will **NOT** receive it. You will **NOT** get a grade for that paper. I'm sorry this is so confusing. It's a flaw in Blackboard. But it's up to you to get it right, so I'll repeat it...**click "SEND FILE," do NOT click "add file."**

After that, things are pretty simple. Click on "Browse," and find the place where you saved your paper on your computer (remember I said to put it in a location you would remember). Then click "open" and its name (and path) should appear in the "File" box. Type a title in the "Title" box, and comments, if you want to leave any, in the "Comments" box.

Title:

File:

Comments:



When everything looks right, scroll down to the bottom of the page, and click on "Submit."

This is also very important. That "Submit" button is the crucial last step in the process. When you're all done, if everything went right, you'll get a "receipt." Be careful. The receipt **MUST** say "sent" not "added." If you just "added" the file, it's in your Dropbox, but I can't see it at all. Remember...you must **SEND,** **NOT** "ADD."

☺ Final Thoughts ☺—This handout has given a lot of rules and requirements, but hasn't said anything about adventure and fun and imagination...but that's really what a lot of Science Fiction is all about. So I want to close the handout by reminding you, and assuring you, that this course should be interesting, educational, stimulating...but we should also have fun! ☺ ☺