

January 22, 2003

Dear CIS 213 Student:

Welcome to Web Publishing II! I hope you had a wonderful winter break and are ready to work. The first week of class includes an online orientation and a lab assignment, both due the second week of class. You need to complete these on time to stay in the class.

As part of the orientation, I expect you to browse the course schedule and labs page and carefully read the syllabus. You should bookmark the schedule and news page (<http://cis2.cuyamaca.net/jreed/213/news.htm>). As you browse the course Web site, you will notice that the schedule and news pages link to lab and project instructions.

Course materials are on the 213 Course Web site, and we will use WebCT for discussion, quizzes, submitting assignments, and posting grades. The orientation links to video demonstrations of WebCT. Throughout the semester, I will be posting narrated video demonstrations of Dreamweaver features. Most students find these demonstrations helpful additions to the textbooks, but they can be huge. If you don't have a high-speed internet connection at home, consider downloading the files elsewhere.

The best way to ensure your success as an online student is to schedule several work sessions each week, begin assignments as soon as they are announced, and communicate frequently with your teacher and classmates. I expect you to keep up with the assignments, contact me when you have questions, and check e-mail, course news, and WebCT several times a week.

Even though I'm not in a classroom with you, I hope you feel welcome and supported. Sometimes email is a difficult way to communicate, so I hope you will also feel free to call me (office: 619-660-4465, cell: 200-6441), stop by my office (room E-101), or chat via Windows Messenger (jodi@banyantree.org). Most of my teaching is online this semester, so let me know if you want to meet outside of my regular office hours.

I hope you get off to a great start in CIS 213. Best wishes for a productive and successful semester!

Sincerely,

Jodi Reed