

Frequently Asked Questions (FAQs)



Q. I heard a rumor that once I've added the class, I'm still not 'officially' enrolled. Is that true?

A. 'Fraid so. But the rest of it is really easy, and oh so helpful.

All you need to do is:

- View the Orientation Presentation (on this site) and submit the Orientation Quiz
- Read and sign the Comm 8 contract

Q. How will I know if my quiz and contract have been received?

A. No worries. If we don't receive it in a timely fashion, you'll be hearing from us!

Q. What do I do after my quiz and contract are submitted?

A. We're glad you asked! First, start participating in your activities. Then, go to the Blackboard Learning site at online.cabrillo.edu. There you can log in and click on "Verification Forms" to start submitting your work. After you do it once or twice, it'll be a no-brainer.

Q. What if my verification forms don't get to you?

A. They'll get to us, alright, but once in a while they come back blank. It's ever so disappointing. So you want to make sure you click "Save Answer" for EACH question, and then click "Finish."

Q. How do I know if a communication activity is approved or not?

A. Check the "Requirements" page to see if it's listed there. If not, you can e-mail with a description of the activity/event/project.

Q. Are the minimum requirements all I need to do to pass the class?

A. That would be groovy, but NO! At that point, you'll need to complete additional activities listed on the "Requirements" page until you reach the number of hours for the grade you hope to earn. It's at least 46 for an "A".

Q. I'm trying to figure out how to pace myself. Any suggestions?

A. Yep, get going!!! You need to be completing approximately 3 ½ hours each week, for 15 weeks, in order to complete the course on time with an "A" grade.

Q. Speaking of grades, how do I keep track of my total hours?

A. We'll be doing that for you. All you need to do is click on the "My Grades" link in the Blackboard Learning menu. Your total hours for all submissions will be listed there.

Q. What if I really get going and finish a few weeks early?

A. Then we both can sing the *Alleluia Chorus* because you'll be DONE.

Q. I'm a bit confused as far as how much time credit to include on my forms. How does that work?

A. Good question! Here are some examples: You attend an author talk at a bookstore and it lasts 1.5 hours. You can simply type that in on your form. If you listen to a sermon, you can give yourself 30 minutes of credit on the form. That's because some activities have **maximum** time credits. Please round off your time credit to the nearest 15 minutes. Go to "Requirements" page.

Q. That's cool! So, if I attend my grandma's 75th birthday party and it lasts for 4 hours, do I just type that in?

A. Not on your life! Let's be reasonable, here! How much time are you really focusing on and evaluating the communication that's going on at the party? We think an hour maximum would be much more appropriate.

Q. I met with a small group during my anthropology class. Does that count?

A. One can only wish! Nope, that's what we call 'double-dipping.' However, if a study group meets **outside** of class, you can evaluate those happenings and submit a form.

Q. I don't quite understand the difference between "modules" and "verification forms." Can you help?

A. Sure, that's why we're here. First, modules are simply mini-units of study. You're just required to complete one, but you get to choose from a list of several. They're only found on **this** website. Verification Forms are what you fill out on the Blackboard Learning website after you complete each activity.

Q. I get it now, but I'm having trouble accessing the modules. What should I use for my user name and password?

A. We should have known we couldn't fool you! It's easy. Just type in "**teacher**" for the user name and "**pizza**" for the password. (Please do NOT make us explain!)

Q. How do I submit the Communication Module(s)?

A. Here are three options:

1. One way is to print it out, complete it, then slip it under the door to the CAC in Rm. 1090 (Communication Activities Center). Make sure both YOUR name and your INSTRUCTOR'S name are on the front.
2. Put it in your instructor's mailbox in the HASS division office-Rm. 420.
3. If you're taking this class from far, far away, you can mail it to the college with your instructor's name as part of the address.

Cabrillo College
(Instructor's Name)
6500 Soquel Dr.
Aptos, CA 95003

Q. What is the deadline for completing Comm 8 hours?

A. The deadline is always **1:00** pm on the Thursday **prior** to finals week. No exceptions!

Q. Where is the Communication Activities Center (CAC) located on campus?

A. The CAC is in Room 1090, behind the library and around the corner to your left.

Q. How can I contact you if I have questions?

A. -Use the "Mail" Link in Blackboard Learning
-Email your instructor through the Cabrillo College website directory

Q. Just curious – why do you keep referring to yourself as “we?” Is there more than one of you?

A. Can't get rid of us, can you? Yep, there are actually two of us who team-teach Comm 8. You do have a specific instructor you're assigned to, but we work together and the course is identical no matter who you sign up with. (She's also my evil twin!)

Q. I ran out of questions, but do you have any last minute tips?

A. Sure do. **PRINT** this out! Oh, and observe well, learn much and have fun.