1. Students can get attendance credit in 3 ways:
   1. Attend the scheduled class session in the classroom
   2. Attend the scheduled class session “live” via WebEx conference
   3. After the scheduled class session, watch the recording and satisfy the following requirements based on the current week of class:
      1. **Weeks 1-5, pt 1:** Submit notes from the recording of the current week’s session, which show evidence of having viewed the entire recording (*including the Pre-Class Virtual Office Hours*). These notes may be typed in a word processor or, if legible, be scans of handwritten notes. They should be submitted using the attachment feature in the discussion forum.
      2. **Weeks 1-5, pt 2:** In addition to your notes, *submissions should be accompanied by at least two questions and/or comments-observations regarding the classroom session*, which are to be posted directly to the forum post to which you have attached your class notes.    
           
         Students may ask a variety of questions.  For example, they may seek clarification of something read for class but not discussed in class, seek clarification on a point made in the classroom discussion, ask about connections between course content and related issues, etc. Comments or observations should substantively add to the discussion rather than merely commend a classmate or the professor for his or her statement.   These questions, comments, and observations may form the basis for a portion of the next week’s discussion or be the basis of private email conversations between the student and the instructor.  Notes and questions/comments must be submitted ***by 8:00 a.m. the day of the next class session.***
      3. **Week 6 only:** Make one substantive post in response to the prompt provided by your professor in the weekly Participation forum, then post *at least* two responses to posts by your classmates.
   4. ***Special Note***: Those students who join live via WebEx conference or in the classroom will still be required to complete part “c” above if any of the following are true:
      1. The student is tardy by 15 or more minutes
      2. The student absents him/herself for 15 or more minutes during the class session
2. Participation Grade: *quality* and *quantity* both contribute to this grade.
   1. In the Classroom: 1-2 substantive comments, questions, or responses during a 90 minute period. This number may be revised in accordance with class size.
   2. Attending live via WebEx conference: 1-2 substantive comments, questions, or responses during a 90 minute period. This number may be revised in accordance with class size.
   3. Watching the recording: Satisfy the requirements in section 1c above, based on the current week number, ***by 8:00 a.m. the day of the next class session.***
3. Classroom procedure for students attending in the classroom:
   1. Look UP! Speak UP!
   2. If you want to sit in the back, then you need to be willing to speak louder. The students who are online and who are watching the recording need to be able to hear you.
4. Classroom procedure for students attending live via WebEx conference:
   1. If you have a question, vocally and respectfully make known your request.
   2. Online students need to keep themselves muted if not speaking.
   3. If the online student is in a running discussion with an in-class student or the instructor, leave the microphone un-muted throughout the exchange.
   4. Be aware of the background displayed by your webcam.
   5. Review the help file “Getting Started with the DCC Virtual Classroom (Web Conferencing)”, which is located at the top of your Moodle class site.
5. Classroom procedure for students who listen to the recording:
   1. If you have a question that comes up while listening to the recording, submit it as part of satisfying your participation and attendance requirements for the week.
   2. If your question comes during the week 6 recording, ask your professor by messaging him/her via the Moodle messaging system.