

## How to Get Credit for an Extra Credit Session Without Being There in Person

Greetings, students,

To get credit for an extra credit session without begin there in person, ...

- 1) Direct your web browser to <http://frontdoor.valenciacollege.edu/?dlacoste>
- 2) Click Course Materials.
- 3) Under your class, click Pecast Lecture Notes and Audio...
- 4) Find the relevant date/extra credit session, and click the web link below it.
- 5) **Before you click** the link at the top, **download** the file to your computer, then **print it**.
- 6) Now click the link at the top of the pecast to access the pecast player. (There is no content here, just a website that plays pecast.)
- 7) **Upload** the pecast you downloaded to the player, push "Play" and then wait a few seconds for the audio to start.
- 8) **As you watch the pecast, take notes on the notes you printed.** Write important things that were said but not written. There should be writing on every printed page.
- 9) Staple all pages together. Put your name and the date of the extra credit session at the top of the first page of the notes.
- 10) Turn the notes in to me to get credit for that session.