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 Pencast Class 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 PDF file, then print it.
- 6) Now click the link at the top of the pencast to access the pencast player. (There is no content here, just a website that plays pencasts.)
- 7) **Upload** the pencast you downloaded to the player, push "Play" and then wait a few seconds for the audio to start.
- 8) As you watch the pencast, take notes on the notes you printed. Write important things that were said but not written. There should be writing on every printed page. In addition, four separate times during the recording, you must write down every word that was said for 15 seconds of the audio recording. You get to choose which 15 seconds to write each time but be sure to write the time of the recording when the 15 seconds started. An example appears below.
- 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. Unless I've stated otherwise, the due date/time is "before the next extra credit session starts".

Example of a transcribed 15 seconds of audio:

