

## Welcome to HUM 2461, Latin American Humanities



### LATIN AMERICA

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## Course Essentials: Syllabus

This Home Page provides you with **Quick Links** (any text in blue) to course content and basic course information so that you can easily navigate through the course.

Before you start your exploration of this course, please make sure to read all the items under the [Course Essentials: Syllabus](#) module. This information is critical for understanding the course ground rules, procedures, and policies. The entire Course Essentials module is your syllabus, so please read it carefully.

For complete access to the entire course content, you can click on the **Modules** link in the **Course Navigation Bar** on the left of your screen.

Below is your **Schedule of Topics and Assignment Deadlines**. This is how you will know what to do each week. Please make sure to make note of all deadlines and put them in your personal calendar.

Canvas also gives you multiple ways to check for upcoming assignments and quizzes. I recommend that you take advantage of the Canvas **Calendar**; it will list all of your assignment and quiz deadlines. Just click on the **Calendar** icon in the **Canvas Navigation Bar** to the left of your screen. You can also click on the **Assignments** link or the **Quizzes** link in the Navigation Bar on the left. On the right of your screen, there is also a list of assignment and quiz deadlines called **Coming Up**. You can check that in a glance. If you click on **Grades**, it also gives you a list of all assignments, quizzes, and due dates. Please

make yourself familiar with these many ways to check for assignments and quizzes and that way you can stay on top of all the requirements and you won't have to worry or second guess.

You will need to download the free [Respondus LockDown Browser](#) in order to take your quizzes. Instructions for downloading the browser are included in the [Respondus LockDown Browser Practice Quiz](#). Just click on **Take the Quiz** and follow the instructions.

For information on getting started, please click the link below.

[Course Essentials: Syllabus](#)

[Course Essentials: Syllabus](#)

Here is the schedule of what you will need to do each week in this course. Please follow it carefully and submit all your assignments before each deadline.

Links are provided for each module and the Book Report and Discussions assignments. You can find your Quizzes at the end of each module.

### [Schedule of Topics and Assignment Deadlines](#)

	Assigned Modules	Quizzes, Discussions, and Book Report Due Dates
Week 1 1/8	<a href="#">Introduction to Latin America Module</a>	<a href="#">Discussion: Please Introduce Yourself Assignment</a> due 1/12 before 11:59PM <a href="#">Acknowledgement of Course Policies Assignment</a> due 1/12 before 11:59PM <a href="#">Orientations Quiz</a> due 1/12 before 11:59PM <a href="#">Respondus LockDown Browser Practice Quiz</a> due 1/12 before 11:59PM
Week 2 1/15	<a href="#">Module 1</a> : Pre-Columbian Latin America	<a href="#">Quiz #1</a> due 1/19 before 11:59PM

<p>Week 3 1/22</p>	<p><a href="#">Module 2</a>: Colonial Latin America and its Legacy</p> <p><a href="#">Primary and Secondary Sources in the Humanities: THIS MODULE AND QUIZ ARE REQUIRED</a></p> <p><a href="#">Writing Composition Guide: How to Write Good Papers</a></p> <p><a href="#">What is Plagiarism?</a></p>	<p><a href="#">Quiz #2</a> due 1/26 before 11:59PM</p> <p><a href="#">ESSAY #1</a> due 1/26 before 11:59PM</p> <p><a href="#">Primary and Secondary Sources in the Humanities Quiz: Required - Extra Credit</a> due 1/26 before 11:59PM</p> <p><a href="#">Quiz: Extra Credit: What is Plagiarism?</a> due 1/26 before 11:59PM</p>
<p>Week 4 1/29</p>	<p><a href="#">Module 3</a>: Pre-Columbian Literature</p>	<p><a href="#">Quiz #3</a> due 2/2 before 11:59PM</p>
<p>Week 5 2/5</p>	<p><a href="#">Module 4</a>: Narrative in the New World</p>	<p><a href="#">Quiz #4</a> due 2/9 before 11:59PM</p> <p><a href="#">ESSAY #2</a> due 2/9 before 11:59PM</p>
<p>Week 6 2/12</p>	<p><a href="#">Module 5</a>: Brazilian Literature and Poetry</p>	<p><a href="#">Quiz #5</a> due 2/16 before 11:59PM</p>
<p>Week 7 2/19</p>	<p><a href="#">Module 6</a>: Latin American Poetry</p>	<p><a href="#">Quiz #6</a> due 2/23 before 11:59PM</p> <p><a href="#">ESSAY #3</a> due 2/23 before 11:59PM</p>
<p>Week 8 2/26</p>	<p><a href="#">Module 7</a>: Pre-Columbian and Colonial Art and Architecture</p>	<p><a href="#">Quiz #7</a> due 3/1 before 11:59PM</p> <p><a href="#">DISCUSSION POST #1</a> due 3/1; Comment before 5:00pm and Responses before 11:59PM</p>
<p>Week 9 3/4</p>	<p><a href="#">Module 8</a>: Contemporary Art and Architecture in Latin America</p>	<p><a href="#">Quiz #8</a> due 3/8 before 11:59PM</p> <p><a href="#">ESSAY #4</a> due 3/8 before 11:59PM</p>
<p>Week 10 3/11</p>	<p><a href="#">Module 9</a>: Tradition and Transformation in Latin American Music</p>	<p><a href="#">Quiz #9</a> due 3/15 before 11:59PM</p>

Week 11 3/18	SPRING BREAK	
Week 12 3/25	<a href="#">Module 10:</a> Dance in Latin America	<a href="#">Quiz #10</a> due 3/29 before 11:59PM <a href="#">ESSAY #5</a> due 3/29 before 11:59PM
Week 13 4/1	<a href="#">Module 11:</a> Theatre and Cinema in Latin America	<a href="#">Quiz #11</a> due 4/5 before 11:59PM
Week 14 4/8	<a href="#">Module 12:</a> Folkloric and Popular Culture in Latin America	<a href="#">Quiz #12</a> due 4/12 before 11:59PM <a href="#">ESSAY #6</a> due 4/12 before 11:59PM <a href="#">Student Feedback on Instruction - Extra Credit</a>
Week 15 4/15	<a href="#">Module 13:</a> Hispanic/Latinx USA	<a href="#">DISCUSSION POST #2</a> due 4/19; Comment before 5:00pm and Responses before 11:59PM
Week 16 4/22		<a href="#">Final Exam: Quiz #13</a> due FRIDAY - 4/26 before 11:59pm

**NOTE:** This course is a fully online, asynchronous course. You are not required to attend any online class periods. I am still available to meet with you in Zoom by appointment at your convenience if you need help with the course material or wish to speak with me regarding any other matter.

# Welcome to the Course!

## LATIN AMERICA



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## ***Welcome to HUM 2461, Latin American Humanities***

Welcome! My name is Dr. Sunni Witmer, and I am your instructor in this course. In addition to welcoming you to the course, I would like to give you some helpful information and a few hints for successful completion of this course.

For many of you, this is your first experience with an online course. Even if you are an expert at it, remember that online courses provide a different way to study and require a few different skills from you as the student.

Here is some helpful information to get you started.

## **How to Access the Course**

If you're not already in Canvas, you can access your online course at: <https://online.valenciacollege.edu/login/canvas>.

You will use your Atlas username and password to access the Canvas course. If you log-on at home, it is recommended your computer meet certain technology requirements (<https://community.canvaslms.com/docs/DOC-10721-67952720328>Links to an external site.) to be

able to see the multimedia elements of your course. If you are on campus, you may access your course at any computer.

On your Canvas Dashboard, navigate to the HUM2461 course title. If you don't see the course title, visit "How to view all my Canvas courses." (<https://community.canvaslms.com/docs/DOC-10596-4212710333>)[Links to an external site.](#)

## Course Logistics

To begin, go to the [Home Page](#) and click on the [Getting Started](#) link, or you can also click on the **Modules** link in the left hand navigation bar and click the [Getting Started](#) link in the [Course Essentials](#) module. The Course Essentials module provides important information about the course; it is your syllabus and will provide you with all the information you need to successfully take this course, including the purpose of the assignments, important course due dates, and the policies which govern the course.

Copy all the course due dates into your own personal calendar or smartphone. Set up your own reminders so that you never miss important due dates in the course.

Log in daily to view new Announcements and always check your email for important messages from me.

You will also see the [First Week of Class - Assignments](#) module. Please make sure to complete the four assignments as soon as you start the course.

NOTE: It is important to "start right," so please be sure to complete all the first-week assignments in a timely manner so that you will not be withdrawn from the course as a "No Show."

If you are having issues navigating the course and need help, please contact me by email with any questions you may have. Click **Inbox** from the left hand Navigation bar and compose a new message. Select the course, click *Teachers* and select my name. Be sure to add a subject with your question and be as thorough as possible in your message with the help you need.

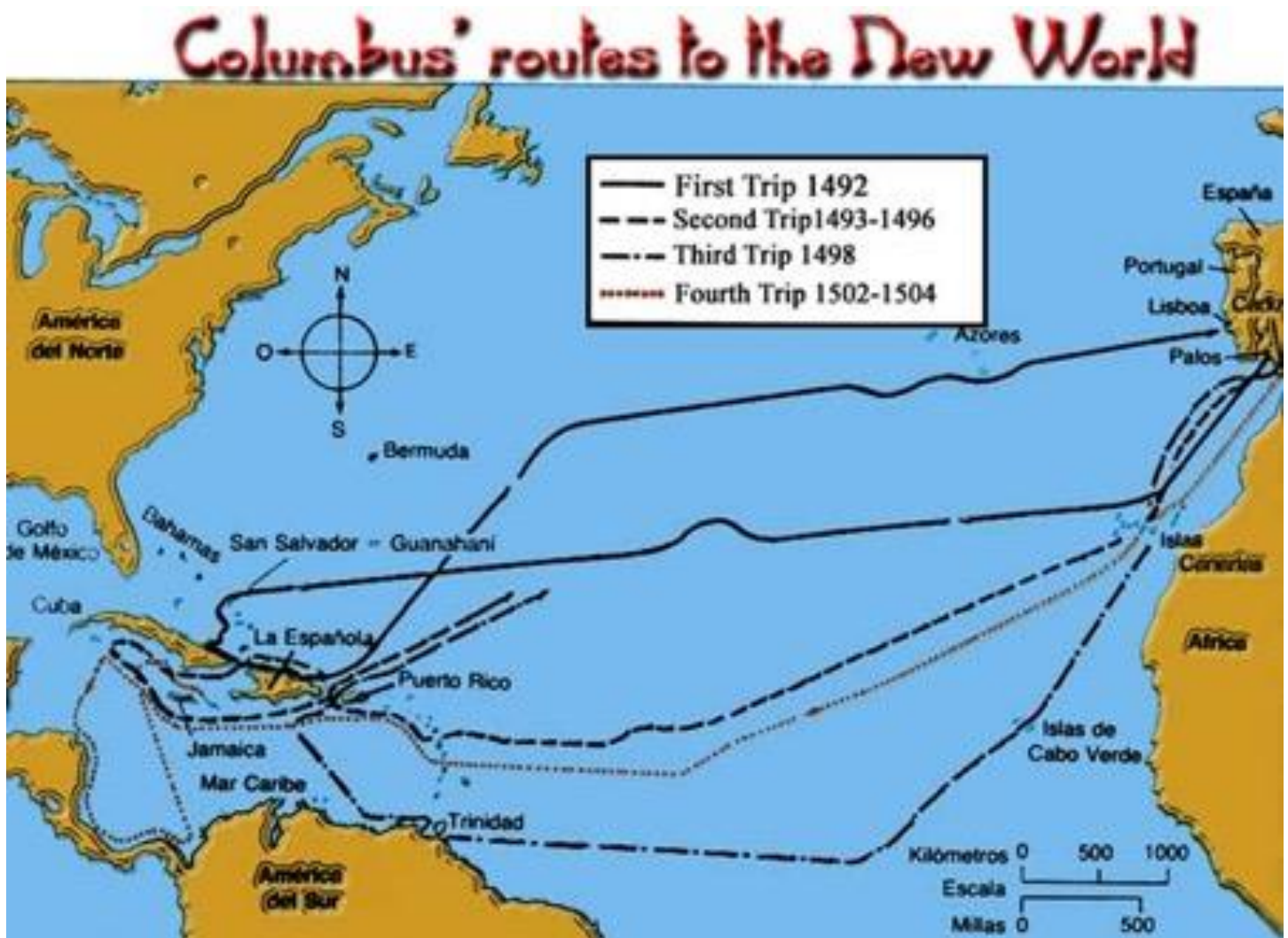
Good luck and have a great semester!

Dr. Witmer

**NOTE:** This course is a fully online, asynchronous course. You are not required to attend any online class periods. I am still available to meet with you in Zoom by appointment at your convenience if you need help with the course material or wish to speak with me regarding any other matter.



# Getting Started



We're on our way!

Graphic Credit: Creative Commons (CC BY 2.0)

Instructor: Dr. Sunni Witmer

Email: Use Course E-mail (use the **Inbox** icon in the Navigation Bar to the left)

## Instructions for Completing this Course

The course is divided into 13 **Learning Modules** for all course content. In addition to the course content Learning Modules, there are several logistical modules, including the **Course Essentials Module**, which is your syllabus, plus a **First Week of Class Assignments Module** and modules for your assignments.

- You will be required to read the assigned course materials and readings provided in each **Learning Module**, and then take a short **Quiz** after each reading, on specific dates, for a grade.

- You will also be required to write six short **Essays** on the novel, *One Hundred Years of Solitude* by Gabriel García Márquez, based on questions I provide for you.
- In addition, you will also participate in two class **Discussions**.
- All required assignments are explained in detail for you the Modules.
- All deadlines and due dates are also provided in the **Schedule of Topics and Deadlines**. This is the quick-access document you should use for mapping out the flow of the course; which topics will be covered each week, when assignments are due, and when exams will be given.

## Course Essentials Module

Please read through the [Course Essentials Module - Syllabus](#) carefully. It contains all the information you will need for successfully navigating this course.

*The entire Course Essentials module is your syllabus, so please read it carefully.*

## Online Components

Please begin this course by purchasing the required text (the novel) and making yourself familiar with the online components.

You will start with accessing **Canvas**. There is where you will find all your instructions, deadlines, assignments, etc., and where you will take your quizzes and receive your grades so that you can track your progress. On Canvas, you will also be able to collaborate with each other through a Discussion Board, and you can also contact me as well as your classmates.

**Students never have to come to a Testing Center to take exams or submit assignments** although you are welcome to do so if you choose or you are having trouble with your technology at home. All Written Assignments are submitted online and all Quizzes are taken online, anywhere convenient for the student.

## Announcements

Throughout the semester, I will also be posting announcements as needed and reminding you of deadlines. Canvas is where all of our communication will take place.

- Make sure to set your Notifications to receive Announcements as soon as they are posted.
- **Please check Canvas regularly for Announcements.**

## Communication

Please feel free to contact me at any time with any questions, comments, or problems you may have. **Please don't wait to reach out to me until it's too late to solve issues you may be experiencing.** Reach out to me as soon as you know you are experiencing any problems or issues. Just



click on the **Inbox** icon in the Navigation Bar on the left and send me a message. It's simple and easy, so please reach out when you need to.

## Late Assignments, Make-up Exams, and Extra Credit

Please be aware that in an online environment **no Late Assignments** are accepted and **no Make-up Exams** are given (except in extreme and unavoidable cases). There is also **no Extra Credit** available other than what may be made available to the entire class on occasion.

## First Week Assignments

During the first week of class, you are required to complete four "Course Policies" assignments. You must:

- Sign the **Acknowledgement of Course Policies**
- Participate in a **Discussion: Please Introduce Yourself**
- Take the **Orientation Quiz**
- Set up the **Respondus LockDown Browser** and take the **Practice Quiz** so that you can take all future quizzes.

All of these assignments directly follow the Course Essentials Module and complete instructions are provided.

If you have not submitted all assignments before the end of the first week of class, you may be dropped from the course.

## Other Tips for Getting Started

- I also strongly encourage you to first review the information in all the course modules, especially the **Course Essentials Module**, before you begin your coursework. The **Keep Learning - Resources for Online Learning** page is particularly helpful.
- Also make yourself familiar with the **Discussion Assignments** module and the **Written Assignments** module. In them, you will find information and detailed instructions on your required written assignments.
- You must also download the **Respondus LockDown Browser** as soon as possible to take quizzes. Please do this right away and become familiar with the software. Give yourself time to solve any technology problems. A **Practice Quiz** has been provided for you. Please take it as soon as possible.
- If you have any questions, please reach out to me and/or the IT Support / Help Desk.

Now, just click "Next" in the link below on the right. Clicking on the "Next" link on each page will move you through the modules.

You can also click on the "Previous" link on the left to go back to the previous page.

# Online Course Navigation



Welcome to Your Future!

Photo Credit: Creative Commons (CC BY 2.0)

Greetings Everyone,

Welcome! If this is your first time taking an online course, it can seem daunting. The first step then is to explore the site. You will see that navigation to all places occurs from the navigation bar on the left of this screen.

Before you start your exploration, please read all the items under the **Course Essentials** module. This information is critical for understanding the course ground rules, procedures, and policies. The entire Course Essentials module is your syllabus, so please read it carefully.

You cannot break anything, so push all the buttons. There are some really cool features and certainly browsing will give you an idea of the nature of the course.

And, not to worry, you will all be old pros at this within a week. Just hang in there!

Also, note that my office door is always open. If you have a question or a concern, simply write. I answer emails within 24 hours (and usually less) during the week.

Finally, if something doesn't work (such as a link), let me know as soon as possible so that I can fix it.

# Information on Course Logistics



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## Information on Course Logistics

- This is just a friendly reminder that all the information you need to know in order to take this course is provided for you in the **Course Essentials** module and in the Navigation Bar on the left.
- Please take the time to read all the information about how to take the course. All the information you need to take this course is already there for you the Course Essentials module so that you can answer your own logistical questions and get right to work without having to wait for my e-mail reply.
- So, I'm asking you to ***please*** re-read the Course Essentials module carefully and learn how to navigate successfully through Canvas before you e-mail me with logistical questions (such as when papers are due). If, after reading all the information, you still have a question, I will be glad to assist you.
- I would also like to remind you that if you ever have any questions about the course material—perhaps you do not understand a particular section in the reading, etc.—please contact me and I will work with you for as long as it takes so that you understand the course material. I am here to help you learn.
- Please trust me; the more you learn about how to comfortably navigate through the course, and what is expected of you, the more productive you will be. You will also be much more successful in learning the course material and therefore, able to earn the best grade possible.
- In closing, if you have any technological problems, please contact IT or Customer Support. I am not able to solve technology problems. The only time I can assist you is if you have a malfunction during a test. I can then reset your test, but I can only do this once a semester for each student.

Let me know if you have any questions.

Good luck this semester!



# Meet Your Professor

Sunni Witmer, PhD



Sunni Witmer, PhD (center) with friends Mohamed Dacosta (left) and Elikem Kwame Nyamuame (right)

Greetings! My name is Dr. Sunni Witmer García (*sí, mi mama es cubana*) :- ) and I am an Adjunct Professor of Latin American Humanities and Music at Valencia College. I also serve as Lecturer of Musicology and Ethnomusicology at Rollins College. My area of specialty is the music of the Caribbean and Brazil, primarily early twentieth-century urban popular genres and ensembles. I hold the PhD in Music with a concentration in Ethnomusicology from the University of Florida (UF), a MM in flute performance from Louisiana State University, a MA in Latin American Studies from UF, and a BM in flute performance from UF. I have conducted fieldwork in Cuba, Brazil, Mexico, the Dominican Republic, Portugal, Nicaragua, Thailand, Nepal, South Africa, and Russia.

At Valencia, I teach the Latin American Humanities course and courses in Music Literature and Music Appreciation. At Rollins, I teach Latin American Expressive Arts, Music in the Global Environment, Music History and Literature, Global Popular Music, Music and Politics in the Americas, and various courses on the music of Latin America, as well as serving as the faculty advisor for students pursuing independent study projects such as *Choral Pedagogical Methodologies: Venezuela, Japan, and South Africa*. I also serve on the Steering Committee for the Center for Latin American and Caribbean Studies at Rollins and have served as the Secretary/Treasurer for Southeast and Caribbean Chapter of the Society for Ethnomusicology.

In addition to teaching, I have presented at international conferences for the Society for Ethnomusicology and the Brazilian Studies Association, among others. Papers presented include *Popular Virtuosity: The Role of the Flute in Brazilian Choro*, and *Cuban Charanga: Identity, Diaspora, & the Politics of Cuban Dance Music*. My publications include a review of *Instrumentos de la Música Folclórico-Popular de Cuba* by Victoria Eli Rodríguez in *Ethnomusicology: The Journal for the Society for Ethnomusicology*, and *Cuban Flute Style: Interpretation and Improvisation* by Sue Miller in the *Latin American Music Review*.

I have performed flute and Brazilian percussion with the Jacaré Brazil ensemble at the University of Florida. I now perform with various other ensembles including the annual Disney Candlelight Processional and the Bach Festival Society Orchestra.

# Contacting Your Professor

## Contact Information

Email: [rwitmer1@valenciacollege.edu](mailto:rwitmer1@valenciacollege.edu)

- **The best and fastest way to contact me is by sending me a message using the *Inbox* tab in the Navigation Bar on the left-hand side of your screen.**
- I will typically respond to your messages within 24 hours during the week and 48 hours on the weekend.

- Do not hesitate to contact me if you have questions or encounter problems. It is essential that you contact me as soon as possible if you are having problems understanding the materials, if you need help with your papers, or if you are experiencing technological problems while taking an exam.
- I welcome you to take full advantage of this course and am ready to help you in that effort.

## Contacting Other Students in this Course

It's often helpful to connect with other students in this course. You may wish to find study partners, to ask each other questions, or get ideas about events happening in the area related to this course.

You may want to connect for all sorts of reasons and I encourage you to do so. Building a community is a great way to learn, to reinforce your understanding of course material, or to just make new friends.

You can do this by using what's called the **Conversations** function in Canvas. This is actually just the email function; you can access it by clicking on **Inbox** in the navigation bar on the left.

Here are details:

<https://community.canvaslms.com/docs/DOC-10574-4212710325>Links to an external site.

<https://community.canvaslms.com/docs/DOC-10573-4212710324>Links to an external site.

Hope you all make lots of new friends and learn a lot together!

## Course Overview

### Course Catalog Description

HUM 2461, Introduction to Latin American Humanities, is an integrated study of the history and culture and Latin America. The course focuses on how modern Latin American cultures are the product of a historic biological and cultural interchange between Europe, Africa, and the Americas. Topics include pre-Columbian civilizations, the Encounter and its aftermath, independence and neo-colonialism, and modernist art, literature, and cinema. This course is a Gordon Rule course and requires writing. A minimum grade of C is required if this course will be used to satisfy the Gordon Rule requirement.

### Course Learning Outcomes



In this course we will look at the history of Latin America from pre-Columbian times to the present and examine how the arts reflected those events and cultural movements.

Upon completion of this course the student will be able to:

- Appreciate history as an academic discipline and understand the methods of investigation that historians utilize.
- Demonstrate an awareness of major events, persons, and concepts in and about Latin America.
- Recognize and evaluate social, economic, political, military, intellectual, and cultural influences in Latin America.
- Appreciate the role that diverse people and groups of people play in the unfolding of events and trends throughout Latin America.
- Express their evaluation of historical problems and issues in coherent written and verbal forms.

## Prerequisites

This course requires a minimum grade of C in ENC1101 or ENC 101H or IDH 1110.

## Course Structure

The course is divided into thirteen **Learning Modules**.

You will be required to read the assigned readings in the textbook, and the supplemental information provided in each Module, and take a short **Quiz** after each reading, on specific dates, for a grade.

All Quizzes are posted **in each Learning Module 24 hours before each due date**. That's when you will see them and you can take them any time during that period.

You will also be required to write **Six Essays** on the novel, *One Hundred Years of Solitude* by Gabriel García Márquez, based on questions I provide for you.

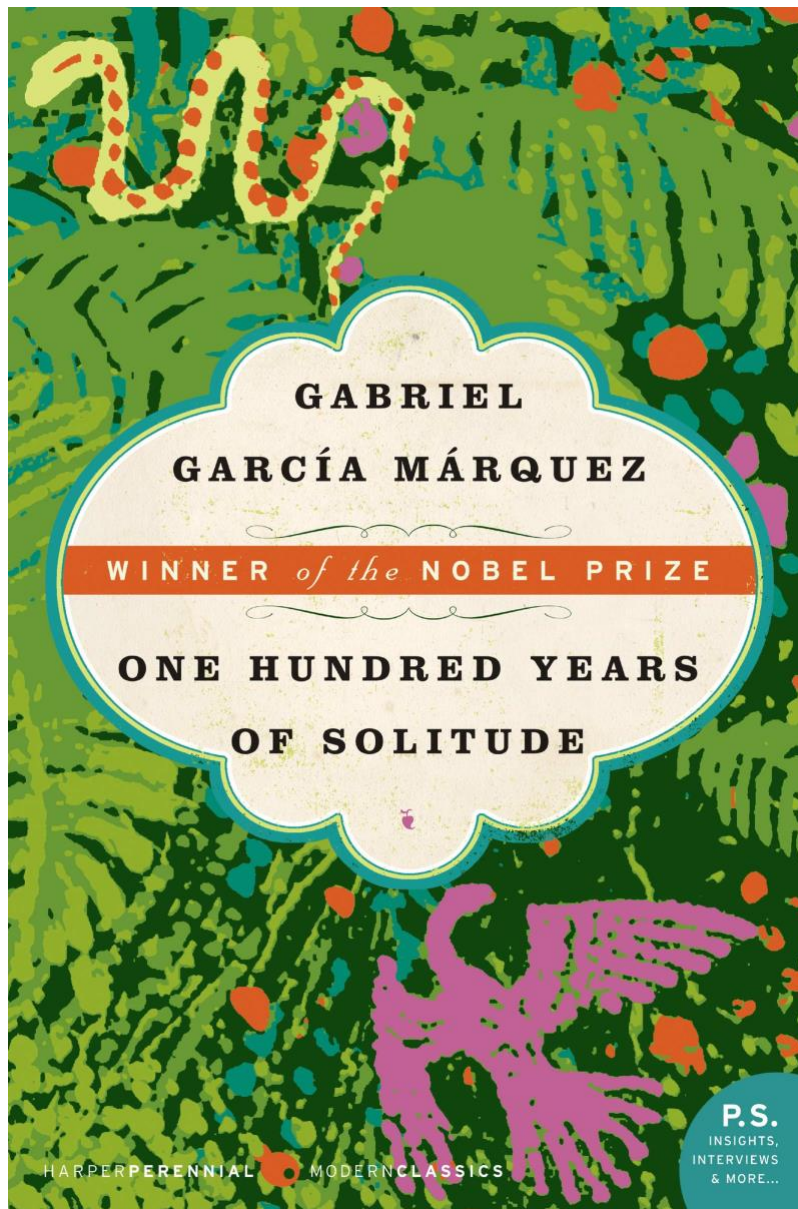
In addition, you will be required to participate in **Two Discussions**. Instructions are provided in the Discussions module.

Please see the specific assignments/quizzes for more details.

## Textbook and Required Materials

All of the reading materials for this course are provided for you here online in Canvas, except for the novel we will read for this course.

### Required Novel



*One Hundred Years of Solitude* by Gabriel García Márquez.

Gregory Rabassa translation.

2006. Harper Collins Pub. NY.

ISBN 978-0-06-088328-7

There are many different publications of this novel; just make sure to purchase the **Gregory Rabassa English translation**.

You are also welcome to read this novel in Spanish if you choose.

The novel is available for purchase in the [Valencia College Campus Bookstore](#)[Links to an external site.](#).

- Some students have reported success in locating free online PDF versions of the novel, but be careful that you are getting an authentic copy and not an abbreviated or abridged version.

- Used copies of the novel can also be found for just a few dollars from online sellers such as Amazon, etc.
- You might also find a copy in your local library.

Just make sure to purchase the novel right away so that you can get started on the required readings before your first Essay assignment.

# Late Work/Make-Up/Extensions/Extra Credit Policy

The purpose of online courses is to allow students to complete written assignments and exams at their own pace and at their convenience (before deadlines). It also means that the student bears the responsibility for completing all exams and written assignments on time.

Therefore, late assignments are not accepted, extensions are not available, nor are make-up exams given for any reason except in extreme and unavoidable extenuating circumstances. All students are strictly held to the exact same criteria and policies.

- The criteria for extenuating circumstances include (1) medical emergencies accompanied by a signed statement from your doctor, (2) unanticipated family emergencies accompanied by a signed statement from your parent or guardian, (3) military service or court-imposed legal obligations accompanied by written proof one week prior to the exam, or (4) unanticipated technological difficulties that cannot be resolved within a reasonable amount of time before a deadline; an IT Help Desk Ticket is required.
- Written documentation will be required under all such circumstances and all missed exams must be completed within one calendar week of the original due date. No documentation, then no make-up. Also note that a student's opportunity to take a make-up exam is decided on a case-by-case basis. Granting of a make-up exam due to extenuating circumstances is not guaranteed. This is a non-negotiable policy.

**Please do not wait until the last minute to submit your assignments** because technology is not always completely reliable. You need time to solve any technical problems. Also, when everyone tries to submit at the last minute, the system slows down and late students may not get assignments submitted in time.

**In addition, all submissions must be in the system to be graded (and not just e-mailed),** so if a student's assignment is not submitted, then it is not eligible for grading.

Remember, one second late is still late.

**Technology failures may not be accepted as reason for missed assignment due dates.** Therefore, do not leave anything to the last minute. Back up files frequently and in various locations so work is not lost. It is the student's responsibility to first contact the IT Help Desk to troubleshoot the problem, and then alert the instructor of a technology issue immediately after so that the instructor can identify alternative ways to complete or submit an assignment if the problem cannot be solved before a deadline. An IT Help Desk Ticket is required.

**Students never have to come to a Testing Center to take exams or submit assignments** although you are welcome to do so if you choose or you are having trouble with your technology at home. All

Written Assignments are submitted online and all Exams are taken online, anywhere convenient for the student.

There is no **Extra Credit** available in this course other than what may be made available to the entire class on occasion.

**Extensions** on assignments are not available unless an unavoidable extenuating circumstance occurs as stipulated in the criteria mentioned above.

# Posting of Quizzes

All Quizzes are posted **in each specific Learning Module 24 hours before each due date**. That's when you will see them and you can take them any time during that period.

The use of the [Respondus LockDown Browser](#) is required in order to take all quizzes.

The only time a **Make-Up Quiz** is ever given is if technology problems, identified long before the deadline, cannot be resolved in time. In this case, it is the student's responsibility to stay in contact with the Professor until the problem is resolved and the make-up quiz is rescheduled.

Finally, please understand that in an online environment, **posting quizzes early is not an option**. There are a number of reasons why this cannot be done, but one of the major reasons is because, in general, the longer a quiz is posted, the greater the opportunity for dishonest behavior. I extend my quiz times to 24 hours before the due date because I feel it is more than fair. Other online courses will typically only open an exam for a few hours. A 24-hour time frame is very generous. Please make sure to complete your quizzes during the 24-hour timeframe.

All assignments and quizzes are taken online, anywhere convenient for the student. **Students never have to come to a Testing Center to take quizzes or submit assignments.**

## Explanation of Quizzes

Weekly (13) Quizzes will be given at 10 points each for a total of 130 points. Each quiz will include 10 questions at 1 point each.

Quizzes will be **multiple-choice** quizzes.

Students take all quizzes in Canvas.

Quizzes are timed: you have 15 minutes to complete each quiz.

Quiz questions are presented one at a time and you are not allowed to backtrack.

Quiz questions will come directly from assigned readings and course material in each of the thirteen Course Modules.

[\*\*There are no late quizzes accepted and no make-up quizzes given.\*\*](#) This is a strict, non-negotiable **policy**. If you have not completed a quiz before a deadline, then the system will close and the quiz will not longer be available to you. Please don't get caught. Complete all your quizzes in enough time to make the final deadline

Good luck!

# Written Assignments

Throughout the semester, students will be assigned chapters of the novel, *One Hundred Years of Solitude*, to read.

- For each reading assignment, [QUESTIONS for the ESSAYS on BOOK CHAPTERS](#) will be provided related to the assigned chapters. Students will use these questions (and each prompt in these questions) to think about what they are reading and to form their own analyses as they write their papers.
- Students will write a **500-word Essay** on the assigned book chapters using the provided questions as a guideline.
- Students must write a proper essay. If you don't know to write an essay, information is provided for you in the [Writing Composition Guide: How to Write Good Papers](#) module. Here's a link to the [Grammar and Punctuation Resources: Quick Guide](#).
  - **Note:** Please do not use online websites such as Grammarly to write your papers. They are AI tools and will trigger a plagiarism red flag. Just use the grammar and spell-check functions in your word processing app (like Word, etc.).
- Each essay is worth 50 points (6x50=300 points total). These assignments are worth the most points of all your quizzes and assignments, so make sure to not miss any as no late assignments are accepted.
- Please refer to the [WRITTEN ASSIGNMENTS - ESSAYS on 100 YEARS OF SOLITUDE](#) module for full, detailed instructions.

# Responsible Use of AI: Plagiarism and AI Generated Papers

I'm sure everyone is now aware that recent advances in AI technology have produced applications such as ChatGPT, etc., to assist people in finding information and creating written text. Students have been some of the first to use this technology to submit papers for their assignments.

Initially, AI was used to cheat. It sounded like a fool-proof way to have the AI software write your paper so you can submit a plagiarized assignment without getting caught.

However, this is no longer the case, and the use of AI detection software is detecting plagiarized student papers with good accuracy and the result has serious consequences for the student.

**A strong word of caution:** the cat-and-mouse game of creating technology to detect plagiarism is only reaching new levels. Turnitin now has AI detectors and several other AI detectors are available that can also analyze the various forms of AI-generated content for confirmation of an initial positive result in Turnitin. There is a high probability that a paper submitted using AI technology will be flagged as plagiarism, despite the additional use of various other technologies for paraphrasing, etc., and what the TikTok gurus claim. All the ways people are trying to circumvent the detectors are being addressed.

I understand that this new technology will be something very helpful to know and use in the future, so I encourage you to use it and to learn how it can help you, especially when editing your own writing.

**However, I must strongly caution you against using AI to initially write your written assignments for you in this course.**

**The kinds of critical thinking assignments assigned to students in this course require reflection and analysis, which is something AI cannot do for you. The information AI can provide does not meet the requirements for these assignments.**

**Important!: Also keep in mind that AI-generated text does not always provide correct information.** Do not rely on it for the information you need to write your assignments. It may be able to provide suggestions, but you still must know and understand your content in order to write a factual paper with correct content. Be careful.

Another thing AI cannot do is find sources, so please be careful there as well. AI simply creates text based on probabilities of the what the next word might be in a sentence, etc., so most of the sources it makes up are false. They sound good, but they are not real sources.

**Note: Please do not use online writing assistance websites such as Grammarly to write your papers.** They are AI tools and will trigger a plagiarism red flag. Just use the grammar and spell-check functions in your word processing app (like Word, etc.).

As a final note: If you need help with your written assignments, just reach out and I can point you in the right direction. This is much better than failing this course or getting expelled from Valencia for an academic integrity violation because you decided it might be a good idea to use ChatGPT to write your papers. Just don't take that chance.

Please be advised that all written assignments in this course must be submitted through Turnitin plagiarism detection software, which now also detects AI-generated content. Be careful.

Please let me know if you have any questions or comments.

## Course Policies

In this course, you will experience a variety of learning activities to help you meet the course learning outcomes. To have the most meaningful learning experience, I believe your experiences matter and it's important to connect what we learn to your "real world." This means that active participation, timely submission of assignments, and ongoing dialogue are necessary for you to be successful.



## Attendance Policy

This is an online course, available 24/7, managed through Canvas. You must have access to the Internet (also available on all Valencia campuses) to complete the course requirements. Your online attendance will be checked each week based on your participation in the course and submission of coursework. In the event of an extended absence, you should contact me via email as soon as possible to indicate the reason. If you do not access the course website or contact me letting me know of your absence for a period of seven consecutive days, you will be contacted and if there is no communication within 48 hours, you will be withdrawn from the course up until the withdraw deadline. After the withdraw deadline, students with an absence of more than 7 days will receive the final grade that is earned according to the course grading policy.

## No-Show Policy

If you do not log in to the course during the first week and complete the Acknowledgement of Course Policies assignment, the Student Introduction assignment, and the Orientation Quiz, you will be withdrawn from the class as a "[no show](#)". Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course.

## Withdrawal Policy

Per [Valencia policy](#), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline.

A faculty member **will** withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

## International Student Statement

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours except during the summer. Go to the following site for more information: <https://international.valenciacollege.edu/>

# College Student Code of Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).

## Recording of Lectures: "Intellectual Freedom and Viewpoint Diversity" (Law HB233) Compliance

Students may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a planned presentation by a college faculty member or instructor, during a scheduled class, delivered for the purpose of transmitting knowledge or information that is reasonably related to the pedagogical objective of the course in which the student is enrolled. Recording class activities other than class lectures, including but not limited to class discussions, student presentations, labs, academic exercises involving student participation, and private conversations, is prohibited. Recordings may not include the image or voice of other students in the class, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the College's Student Code of Conduct.

## Academic Integrity

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](#) includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

## Late Work/Makeup Policy

The purpose of online courses is to allow students to complete written assignments and exams at their own pace and at their convenience (before deadlines). It also means that the student bears the responsibility for completing all exams and written assignments on time.

Therefore, **No Late Assignments are accepted or Make-Up Exams given.** Late assignments are not accepted nor are make-up exams given for any reason (except in extreme and unavoidable extenuating circumstances). All students are strictly held to the exact same criteria and policies.

- The criteria for extenuating circumstances include (1) medical emergencies accompanied by a signed statement from your doctor, (2) unanticipated family emergencies accompanied by a signed statement from your parent or guardian, (3) military service or court-imposed legal

obligations accompanied by written proof one week prior to the exam, or (4) unanticipated technological difficulties that cannot be resolved within a reasonable amount of time before a deadline; an IT Help Desk Ticket is required.

- Written documentation will be required under all such circumstances and all missed exams must be completed within one calendar week of the original due date. No documentation, then no make-up. Also note that a student's opportunity to take a make-up exam is decided on a case-by-case basis. Granting of a make-up exam due to extenuating circumstances is not guaranteed. This is a non-negotiable policy.

**Please do not wait until the last minute to submit your assignments** because technology is not always completely reliable. You need time to solve any technical problems. Also, when everyone tries to submit at the last minute, the system slows down and late students may not get assignments submitted in time.

**In addition, all submissions must be in the system to be graded (and not just e-mailed),** so if a student's assignment is not submitted, then it is not eligible for grading.

Remember, one second late is still late.

**Technology failures may not be accepted as reason for missed assignment due dates.** Therefore, do not leave anything to the last minute. Back up files frequently and in various locations so work is not lost. It is the student's responsibility to first contact the IT Help Desk to troubleshoot the problem, and then alert the instructor of a technology issue immediately after so that the instructor can identify alternative ways to complete or submit an assignment if the problem cannot be solved before a deadline. An IT Help Desk Ticket is required.

**Students never have to come to a Testing Center to take exams or submit assignments** although you are welcome to do so if you choose or you are having trouble with your technology at home. All Written Assignments are submitted online and all Exams are taken online, anywhere convenient for the student.

There is no **Extra Credit** available in this course.

## Copyright Policy

To avoid copyright infringement, any materials produced specifically for this class can **ONLY** be used during this term for this class.

## Third Party Software & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students. Third party software privacy policies will be provided at the point of use within the course.

Valencia College has a firm commitment to protecting the privacy rights of its students. In making this commitment, the College wants to ensure that all faculty and staff are familiar with state and federal laws pertaining to student privacy, as well as College policies and procedures that have been implemented to help guarantee student privacy.

## Final Exam Policy

The Final Exam is Quiz #13 in Module #13. There is no cumulative Final Exam. The Final Exam (Quiz #13 in Module #13) must be completed by the assigned day and time. Please see the **Schedule of Assignments and Deadlines** for exact date and time.

# Course Communications

## Contact Your Instructor

You may contact me via email at any time during this semester.

- You may contact me through the [Canvas Inbox](#) at any time. I will respond to your message within 24-48 hours with the exception of days and times when the college is closed.

## Netiquette

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some [guidelines for behaviors](#).

## Expectations of Student

- Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.
- Students can expect to devote 10 hours each week to this course.
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Community Building](#) from Valencia's Peace & Justice Institute. Some highlights from these principles are:
  - Create a hospitable and accountable community
  - Suspend judgment
  - All voices have value

## Expectations of Instructor

- The Instructor will provide a variety of feedback on submitted assignments as soon as possible after assignment deadlines.
- The Instructor will address students following the guidelines as indicated in [Our Practice of Respect and Community Building](#) from Valencia's Peace & Justice Institute.
- The Instructor will notify students of changes to the course work via the Inbox or Announcements tools.

# Tips for Doing Well in this Course

## Studying for Quizzes

There is a lot of information in these course modules. Much of it is provided to give more complete explanations, historical and biographical information, and greater context. When learning about the course material and studying for quizzes, it's best that you focus on the most important genres, people, and events.

I will never test you on obscure details. It's more important for you to grasp the "big picture" and develop a general understanding of Latin American Humanities. That is what is most important.

## Best Practices

Familiarize yourself with Canvas. Navigate through the site so that you are comfortable working in an online environment.

Please make sure that you keep up with the **Schedule of Assignments and Deadlines**, and that you complete your readings and assignments before deadlines and due dates.

*Make special note of all deadlines and due dates.*

Remember, there are no make-up exams or late assignments accepted.

Submit your assignments and take your quizzes well before the deadline. Once the deadline is up, the system will lock you out.

Please give yourself plenty of time to take your quizzes and to upload your written assignments. An assignment that does not load quickly enough before the deadline is considered a late assignment and will not be accepted. Don't get caught! One second late is still late.

Don't wait until the last minute to submit assignments! Submit assignments early!

### *Discussion Boards Available*

I encourage all of you to introduce yourself online to your fellow classmates, exchange contact information, and study together if possible. The more you can talk about the subjects of this course with each other, the more familiar you will become with the material.

# Keep Learning - Resources for Learning Online

## [Keep Learning](#)

### *Resources for Students Learning Online*

If you're nervous about taking an online course, we get it. To help you, we've assembled some basic instructions that will walk you through the process of starting an online class. And we've got tips on

how to succeed, how to manage your time and how to communicate with your instructor and your classmates – so we can all learn together.

Just click on the link above, or here <https://valenciacollege.edu/students/online/keep-learning/> to get started.

You got this!

## Quick Reference Guide

### Virtual Support Services and Resources

Valencia College is committed to student support for learning. Below, is a list of resources and virtual support services we have assembled into various categories to help you succeed.

### Top Five Resources

Here are some of the top resources to get you started and connected to some great tips, tricks, and tools!

#### *Virtual Answer Center*

You can now connect with an Answer Center advisor virtually through Zoom! In our virtual Answer Center, student services advisors are available to assist you with questions about admissions, financial aid, assessment, transcripts, residency and more. Visit <https://valenciacollege.edu/students/answer-center/> to learn more and get started.

#### *Academic Advising*

Have questions about your courses? Advisors are available virtually by email (advising@valenciacollege.edu) or through live chat at <https://valenciacollege.edu/about/support/atlas-advising-chat-setup.php>.

#### *Valencia's Virtual Tutoring Service*

Valencia's tutoring services have also moved online and are now being offered for accounting & economics, computer programming, math, EAP and foreign languages, science, and writing. To get started, please visit <https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794> and self-enroll in the tutoring courses in Canvas. This is where you will access the links to live tutoring (via Zoom), as well as the schedule of tutors, times, and services.

#### *Valencia Counselors*

Our Valencia Counselors are here for guidance and support. Please visit [https://valenciacc.ut1.qualtrics.com/jfe/form/SV\\_40fCWDqhRBjrNrv](https://valenciacc.ut1.qualtrics.com/jfe/form/SV_40fCWDqhRBjrNrv) [Links to an external site.](#) to set up a non-emergency appointment. Please note that it may take up to 24 hours for a counselor to contact you. If you are experiencing a mental health emergency please contact BayCare (800) 878-5470 or 9-1-1.

#### *Laptop Request*

Valencia College has a limited number of laptops available on a first come, first serve basis for student use during this time. Please visit [www.valenciacollege.edu/laptop](http://www.valenciacollege.edu/laptop) to submit a request. Note: This link



will direct you to Atlas to complete the request form. For questions, please email [laptops@valenciacollege.edu](mailto:laptops@valenciacollege.edu) or call Enrollment Services at 407-582-1507.

## Academic Resources

We want you to stay connected to the latest academic resources we have available to you during this transitional time.

### *Valencia's Virtual Tutoring Service*

Valencia's tutoring services have also moved online and are now being offered for accounting & economics, computer programming, math, EAP and foreign languages, science, and writing. To get started, visit <https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794> and self-enroll in the tutoring courses in Canvas. This is where you will access the links to live tutoring (via Zoom), as well as the schedule of tutors, times, and services.

### *Smarthinking*

Smarthinking is an online tutoring tool available to all of Valencia's students. You can access Smarthinking through the Courses tab in Atlas, in the My Courses channel. While some subjects are available 24/7, others are by appointment only, so Smarthinking is best used as a back-up to Valencia's virtual tutoring service, not as a replacement. Smarthinking is also available for you on both iOS and Android devices. <https://valenciacollege.edu/students/learning-support/smarthinking-online-tutoring.php>.

### *Quick Start Library Guide*

Use this handy guide to learn about and gain access to all the library resources from home or on-the-go. Visit <http://libguides.valenciacollege.edu/quickstartlibraryguide> to get started!

### *Keep Learning*

Visit <https://valenciacollege.edu/students/online/keep-learning/> if you are still unable to find what you are looking for, please visit our Keep Learning webpage to get information on a wide range of resources and online learning tips.

## Student Services and Community Resources

No question is too big or small, and we are here to help! Just reach out to us at any of the links below to get the support you need.

### *Virtual Answer Center*

You can now connect with an Answer Center advisor virtually through Zoom! In our virtual Answer Center, student services advisors are available to assist you with questions about admissions, financial aid, assessment, transcripts, residency and more. Visit <https://valenciacollege.edu/students/answer-center/> to learn more and get started.

## *Academic Advising*

Have questions about your courses? No problem! Advisors are available virtually by email ([advising@valenciacollege.edu](mailto:advising@valenciacollege.edu)) or through live chat at <https://valenciacollege.edu/about/support/atlas-advising-chat-setup.php>.

## *Valencia Counselors*

Our Valencia Counselors are here for guidance and support. Please visit [https://valenciacc.ut1.qualtrics.com/jfe/form/SV\\_40fCWDqghRBjrNrv](https://valenciacc.ut1.qualtrics.com/jfe/form/SV_40fCWDqghRBjrNrv) [Links to an external site.](#) to set up a non-emergency appointment. Please note that it may take up to 24 hours for a counselor to contact you. If you are experiencing a mental health emergency please contact BayCare (800) 878-5470 or 9-1-1.

## *Community Resources*

We know this is a time of change, so if you find yourself in need of additional resources, please visit <https://valenciacollege.edu/alerts/coronavirus-community-resources.php> to view a list of local and national resources that may be helpful to you or your family as we navigate the Coronavirus changes together.

## **Student FAQs**

Visit <https://docs.google.com/document/d/165dZBgTfUljIXMZd2DoP9RWsbhLIIfYd CTC4LEtg PjU/edit> [Links to an external site.](#) for answers to frequently asked questions and updates related to COVID-19.

## *Technology Support*

New to Canvas or Zoom? Or just needing a refresher? We have you covered! Our support ranges from online resources to Atlas assistance.

## *Learning Technology Support*

Visit <https://outlook.office365.com/owa/calendar/LearningSupportEastTechnology@valenciacollege.edu/bookings/> [Links to an external site.](#) to get live support for Canvas and Microsoft Office, as well as device support for iPads and Macbooks.

## *Laptop Request*

Valencia College has a limited number of laptops available on a first come, first serve basis for student use during this time. Please visit [www.valenciacollege.edu/laptop](http://www.valenciacollege.edu/laptop) to submit a request. Note: This link will direct you to Atlas to complete the request form. For questions, please email [laptops@valenciacollege.edu](mailto:laptops@valenciacollege.edu) or call Enrollment Services at 407-582-1507.

## *Canvas FAQs*

Visit <https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php> for resources and information about Canvas. Canvas support is also available 24 hours a day by calling 407-582-5600.

## *Getting Started with Zoom*

First time navigating Zoom, we are here to help! Please visit <https://docs.google.com/document/d/17fkaEthRrYCXbR9SYT1JyYoD02F2lqXNr14UCozDtYc/edit> [Links to an external site.](#) to help you connect with Zoom inside your Canvas courses.

## Atlas Support

All Atlas related questions, please reach out to 407-582-5444 or contact the student help desk at [askatlas@valenciacollege.edu](mailto:askatlas@valenciacollege.edu) to receive assistance with Atlas or your Atlas account.

# Crash Course Study Skills Videos

The following series of fun videos will help you learn how to learn in college.

[Please see Course Essentials module for videos.]

## Online Distance Tutoring Hub

Valencia College's [Online Distance Tutoring Hub](#) provides online tutoring assistance for all students.

The goal of the Online Distance Tutoring Hub is to support students' tutoring needs and to virtually provide online the same level of tutoring assistance as Valencia College provides to students through traditional, face-to-face tutoring.

In the Online Distance Tutoring Hub, students will find tutoring in math, science, writing and reading, accounting and economics, foreign language and EAP, and more. These subjects are all accessible in the tabs at the top of the homepage.

Just click the link above or here <https://libguides.valenciacollege.edu/distancetutoring> to reach the Online Distance Tutoring homepage for detailed information on how you can receive tutoring assistance.

## Student Support Services

Valencia College is committed to supporting students. The college offers various services to meet student needs.

### Learning Support Centers

Each Valencia campus has a Learning Center that provides resources such as tutoring, writing consultations, and skillshops to students. To locate available resources for the campus closest to you, view the [Learning Support](#) website.

### Library

At each campus library, librarians and other qualified staff can assist students with searching and finding items and information, MLA and APA citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs and streaming videos to support course-related

research and other learning needs. View the [Library website](#) for more information, as well as the [tutorials](#) below:

- [How to Connect to the Library Online](#)
- [How to Request Books from College and University Libraries](#)
- [How to Access eBooks At Valencia Library](#)
- [What Is A Database And How Do I Use It](#)
- [How to Access Databases & Articles](#)

## Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

## Support for Students with Food/Housing/Financial Needs

Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the Advising Center for information about resources that may be available from the college or community.

## Baycare Student Assistance Services

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program \(SAP\)](#) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

## Smarthinking

Valencia students have free access to an online academic support program that is available 24/7 through your Atlas account. Students can get live online tutoring, as well as receive feedback on essays and research papers, among other support services. For more information, view the [Learning Support](#) website.

# Virtual Answer Center

## [The Virtual Answer Center](#)

Answer Center Advisors are there to guide students from application to graduation. They have the ability to:

- Assist with steps to enrollment
- Follow up on the admissions process
- Review and determine financial aid needs
- Clarify initial educational goals

Please click on the link above or here (<https://valenciacollege.edu/students/answer-center/>) to visit the Virtual Answer Center website for more information.

# Office of Information Technology - Support Desk

Here is the contact information for the OIT Support Desk:

**Phone 407-582-5600 (24/7 Phone Support)**

Please contact them if you are having any problems with your technology.

## Respondus LockDown Browser - Quick Start and Customer Support

*If you're having trouble downloading the Respondus LockDown Browser, please contact Respondus Customer Support:*

<https://www.respondus.com/support/>

### STUDENT QUICK START GUIDE

#### WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a locked browser for use with quizzes in Canvas. It prevents you from printing, copying, going to another URL, or accessing other applications during an assessment. If a Canvas quiz requires that LockDown Browser be used, you will not be able to take the quiz with a standard web browser.

LockDown Browser should only be used for taking Canvas quizzes. It should not be used in other areas of Canvas.

#### INSTALLING LOCKDOWN BROWSER

If LockDown Browser has already been installed, skip to the next section. If not, LockDown Browser must be installed to each computer being used for a test.

- > Your institution or instructor will provide the link for downloading and installing LockDown Browser. This URL is unique to your institution.

- > Here is the link: [Respondus LockDown Browser Practice Quiz- Instructions for Downloading the Respondus LockDown Browser- Requires Respondus LockDown Browser](#)
- > Follow the onscreen instructions to complete the install.

## BEGINNING A QUIZ

1. Close all programs, unless one is used to connect you to the Internet.
2. Locate the “LockDown Browser” shortcut on the desktop and double-click it. (For Mac users, launch “LockDown Browser” from the Applications folder.)
3. If prompted, either close a blocked program (e.g. screen capture, instant messaging) by choosing Yes . Or, close LockDown Browser and close the blocked program before restarting.
4. Log into Canvas.
5. Navigate to the test within the course and select  
Take a Quiz .
6. The quiz will then start. (Note, once a test has been  
started with Respondus LockDown Browser, you cannot exit until the test has been  
submitted for grading.)

## PROBLEMS?

If you have problems downloading, installing, or taking an assessment with Respondus LockDown Browser, contact Respondus Customer Support and/or Valencia's IT Help Desk.

# Technology Requirements and Skills

All Written Assignments are submitted online and all Quizzes are taken online, anywhere convenient for the student. Students never have to come to a Testing Center to take quizzes or submit assignments although you are welcome to do so if you choose or you are having trouble with your technology at home.

## Technology Requirements

Students should verify [computer software and hardware requirements](#) to ensure course work can be submitted successfully. Since all assignments are submitted through Canvas (unless otherwise noted), access to a computer is required for this course. Students have free access to computers at all Valencia campuses.

Canvas lists [minimum computer specifications](#)[Links to an external site.](#) and [supported browsers](#)[Links to an external site.](#) to ensure compatibility. The [Chrome browser](#)[Links to an external site.](#) is recommended.



Students are also encouraged to install the Canvas app on their [AndroidLinks to an external site.](#) phone or [iPhoneLinks to an external site.](#) in order to receive mobile notifications and to access your courses via your mobile device.

## Technical Skills

Students should consider the [basic computer skillsLinks to an external site.](#) needed to be successful in this course, which include:

- Reading and responding to emails
- Software application skills (PowerPoint, Word, Office365, etc.)
- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management

[Canvas 101](#) is a free self-paced course available for student to learn more about using the Canvas learning management system we are using for this course.

## Technology Privacy Policies

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the [Family Educational Rights and Privacy Act \(FERPA\)](#), including third party tools and services used in this course. Privacy policies for the tools used in this course are listed below and at the point of use.

- [Valencia College privacy policy](#)
- [Canvas privacy policyLinks to an external site.](#)

If you have any concerns or issues with any of these requirements or policies, please [contact your instructor](#).

# Learn Canvas



## Canvas 101

Students can self-enroll in this free, self-paced course. The course offers students an opportunity to learn Canvas tools through videos, tutorials, and hands-on activities.

Students can earn a series of knowledge badges by completing [Canvas 101](#).

## Canvas Account Settings

Students can review how to make choices and add information to their [Canvas account settings](#).

## Canvas Tutorials

For more Canvas help and tutorials, please see the [Canvas Student Guide](#)[Links to an external site.](#)

### ***How-to Video Tutorials***

Below you will find video tutorials for frequently used course tools:

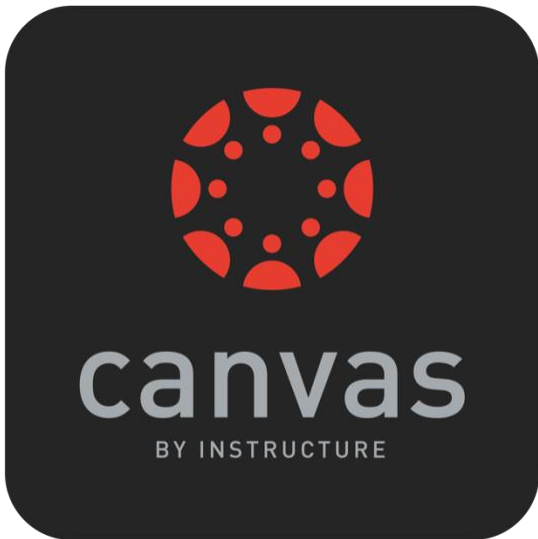
- [Assignments Overview](#)[Links to an external site.](#)
- [Assignment Submissions](#)[Links to an external site.](#)
- [Calendar](#)[Links to an external site.](#)
- [Communication](#)[Links to an external site.](#)
- [Discussions](#)[Links to an external site.](#)
- [Grades](#)[Links to an external site.](#)

## Canvas Mobile App

It is recommended that you install the Canvas app on your phone to receive notifications and alerts.

- There are [Canvas Apps for Android](#) [Links to an external site.](#) and [Apple devices](#) [Links to an external site.](#)

# Canvas Help



## Getting Help with Canvas

To get assistance with Canvas issues, select the "Help" link in the global navigation menu, lower left corner of the screen. The "Help" link offers different ways to get help with Canvas, including:

1. Ask your Instructor a Question, which allows users to send a detailed message about your course content.
2. Obtain technical assistance by clicking on Chat with Canvas Support.
3. Call 407-582-5600.
4. Click on Create a Support Ticket, and type in a detailed description of the problem.
5. Explore the Canvas Guides.

See [How can I get help with Canvas as a student?](#) for more information.