

# Reading Consideration Instructions

## Instructions for On-line Reading Consideration Questions

These instructions assume some working knowledge of campus computing facilities or a home computer with internet access through a modem. If you have zero experience with computers, please see me for assistance and to arrange a tutorial.

### To FIND THE WEBSITE for EDU (Enterprise Diploma):

- Open your web browsing program.
- Enter the following website address:  
<http://edu.brownstone.net/edu/classes/ob61118/>
- Copy the website address and make a bookmark for it; it is best to use your browser directly, rather than being inside Bb.

If all goes well, you will soon see the class homepage with an open book at the top left and on the right side my name and course name. There is a large Student Menu on the left.

### To REGISTER ON THE WEBSITE:

If this is your first time on the EDU site you should do two things. First, bookmark this page; it will allow you to go right to this spot quickly. Second, click on the text Register for this Class and follow the screens and their instructions. The license agreement needs an acceptance from you (no cost to you) and on the next screen you should fill in the information asked for. The menu is very clear. After you fill in the blanks press for the next screen and confirm what you entered. When you confirm the information, you will get a message telling you that you are registered fine.

Remember your login and password; write them down. You will need them each time to be recorded as having considered all successive readings.

### To ANSWER QUESTIONS CONSIDERING EACH READING:

From the initial class homepage, click on Select an Assignment in the Student Menu at the left. The white box inside the Menu has a listing of the readings organized by the class dates and topics. Highlight the appropriate title; the assignment labels will match the readings for each day. Click GO. This is the point at which you identify yourself with your username and password; entering them will complete your login.

When you complete your login, the system will begin to ask you questions about the reading. The language of the system calls it a Graded Session but I am not using it as such. Your only objective is to go through and give a number of correct answers to a question for each concept (or topic). Once you have done that, regardless of whether or how many items you missed, you get credit for having considered the reading. Working through the items is largely self-explanatory, but the steps below make it clear how to proceed.

- Use the mouse to select the best answer you see; click on the circle to the left of the answer.
- You can change your answer by clicking a different circle.
- When you have settled on a best answer, click on the "grade question" icon at the top of the screen.

- The system will tell you whether or not I have identified your choice as the best of the alternatives, and it will offer a helpful comment or perhaps tell you the answer I considered the best.
- You go on to the next item by clicking on the "next" button at the top, and you continue with the items until you have answered appropriately to items on all the topics for the reading. Your progress toward completion is shown in a box on the answer screen; that box lists the topics to be covered by the reading, along with a fraction of achievement on each topic. When all of them reach 100%, you're done. The system will show you a summary of your answers, and you should click on the Finish Session to record your work in the system.

**VERY IMPORTANT:** Do not leave the EDU system without pressing finish and quit to get your consideration RECORDED. You can then leave the system by disconnecting the browser. Be sure to allow enough time to finish; if you need to end your test before getting 100% on all the topics, use the Finish Session button at the top and then the quit button. If you exit that way the system keeps track of your work and you can continue at a later time.

Points to remember:

- You need to achieve 100% on all the topics in a reading to be credited with consideration of the material.
- Each reading should be considered before we discuss that area in class; half credit will be given for readings considered after the class discussion but before the material is covered on an examination.
- If you make a lot of errors, as if you are just guessing, the program may ask you to go back and repeat earlier parts that you already answered well. This is an open book consideration; be careful and work on the right answers.