



to American Sign Language Class



Hello!

You or your student has decided to take an online course with MVS. I look forward to working with you this semester. Please don't hesitate to contact me however you're comfortable to ask for help (see contact info below)! I am a full-time online instructor and will respond within 24 hours. I am here when you need me. Pay attention to my virtual office hours located on blackboard under "Instructor Info"

Instructor Contact Info

Rachel Filar

Phone/Text: 810-356-7224

Email: rfilar@mivu.org *Students should email by clicking "Message Instructor" on Blackboard.

Important Information

To access your course: bb.mivu.org

Course Start date: August 21, 2017

Course End date: January 5, 2017

MVU Help Desk: help.mivu.org (888) 889-284

- ★ e-textbook site: LifePrint.com.
- ★ To log on, go to: <http://bb.mivu.org>.
- ★ Your username and password was (or will be) provided to your school or homeschool mentor during the enrollment process.
- ★ **To begin your work:** Read the first announcements completely and proceed from the information given there.

What I expect of my students in this course

- Attend your online class every day Monday through Friday.
- Read the classroom announcements weekly.
- Complete assignments *in order* according to the Pacing Guide (found on Blackboard under 'Courses').
- **Complete Unit O, then the rest of course will be open for you.**
- Ask questions of me immediately if you need assistance by sending me a "Message" in Blackboard.

What you can expect from the instructor in this course

- Be online to answer any messages Monday through Friday.
- I will not always be online at the same time that you are, but will answer your questions within 24 hours Monday through Friday.
- Grade your submitted assignments within 72 hours.
- Send out progress reports a minimum of two times each semester to mentor teachers.