Home2Teach.com
Class information for Writing the Hero's Journey Class

Contents

Writing the Hero's Journey Class

How to get your LESSONS for the class

Go to www.home2teach.com and click on **Current Students**.

Click in the link that says: To download the LESSONS for your class, Click Here.

Choose your class name – Writing the Hero's Journey

Log in with **Password**: journey *(note – you must type in lower case)*

What is available at the site:

A. Lessons – you must download and print the lessons, and keep them in your class binder.

B. Information and Instructions about the class and how to submit work.

Where to Meet for our Online Class Meetings

Go to www.home2teach.com and click on **Classroom on the upper right side**

In the box that says Password, enter $4h2t. Click Enter.

❑ Click on **Student Entry to Classrooms**.   You should see:

❑

- o **Please make sure the code says AC-1. If it does not, type carefully: AC-1**
- o In the box below it, type the entry code: $4roomentry
- o Click **Access**

❑ Select your class name, and if the window with Your display name opens, type your first name and your last initial. You must follow this rule. If there is a Code in the Code box, do NOT change it, or you will be unable to enter your classroom. Click Start.

❑ Please be online a few minutes early, and you may chat with other students while you wait.

❑ **PLEASE BE AWARE THAT EVERYTHING YOU TYPE IS SAVED IN OUR TRANSCRIPT SYSTEM, EVEN IF THE TEACHER IS NOT PRESENT, AND INAPPROPRIATE OR DISRUPTIVE COMMENTS AT ANY TIME WILL RESULT IN YOU BEING SET IN A "READ ONLY" STATUS, WHICH MEANS YOU CAN SEE WHAT IS BEING TYPED IN THE CLASS, BUT CANNOT PARTICIPATE IN THE DISCUSSION.**

- ❑ You must have your lesson in front of you as well as pen and paper. Think of any questions you would like to ask ahead of time so that you'll be ready to ask. Please set aside this time for the class -- you cannot be chatting with anyone else outside of the "classroom" during this time.
- ❑ **If you have a sibling who is also taking a class, and that class directly follows yours,** you will need to CLOSE the tab by clicking on the x in the tab that says Backchannel chat at the very top of your computer screen you are in, and when the page with all of the classes shows, your sibling will select his or her class. Once in the classroom, your sibling will need to click on the little gear by your name on the top right of the classroom and change the name to his or her name.

When are assignments due?

- ❑ Read the pre-class email you received from your instructor; it includes your instructor's daily cutoff time to guarantee you will receive a response the same day. You may send your assignment at any time, but the teacher will guarantee a response the same day if sent by the cutoff time.
- ❑ You may only complete one assignment in a lesson at a time, and you must wait for the teacher to respond and must complete any and all edits on that assignment before continuing to the next assignment.
- ❑ Assignments cannot be turned in prior to the online class meeting.
- ❑ If you have ANY questions at any time, please e-mail your instructor.
- ❑ **You must read the lesson prior to the online class time (see your Daily Schedule that you have received).** The online class time is to clarify what is in that lesson, so if you read the lesson at least the day before class time, you will be able to ask any questions about which you are unclear.

Due Dates:
Print out and SAVE THE Daily Schedule that you have downloaded before the session began! *It is vital that you keep up with the assignments -- it is extremely difficult to catch up if you are late with any of them.   Students who become two or more weeks behind are subject to being dropped from the class.*

Saving and E-mailing the assignments:

- ❑ SAVE YOUR FILES with Class Name-YOUR NAME-Assignment Number in your filename -- Example: **BCW-George-1A.doc**
- ❑ Please e-mail assignments to **your instructor (name and email address are in the pre-class email you received from your instructor.**
- ❑ **Subject line** should read: **Your name – BCW - Lesson 1A** (or whatever lesson it is). **Example: Mary – BCW – Lesson 1A**
- ❑ Please use Microsoft Word (.docx) or the equivalent and attach the document to your e-mail. (If you do not know how to attach, contact your instructor.)

******* DO NOT paste your work into your e-mail *******

How to complete the revisions your instructor returns to you.

- ❑ Your instructor will be correcting (in red) your assignments you send.
- ❑ You will make the revisions on YOUR saved copy and then return to your instructor via attachment to email. There will almost always be revisions, and these will take you a little time.
- ❑ Do not forget to send these revisions back. At times you may have to do more than one revision on a piece of writing. Your instructor is acting as your editor to help you learn to write better.
- ❑ PLEASE contact your instructor if you need help or have questions. That is why your instructor is there and she really enjoys chatting or e-mailing you!

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Online Class Rules

To make the online time run smoother and more efficiently, please follow these class rules.

1. Please sign into our online classroom about 5 minutes before class is to begin. Be courteous and respectful to all class members at all times. The program records all of the dialog for all rooms, whether a teacher is present or not, and we do check.

2. When your instructor says it is time to start class, everyone should immediately stop chatting. **PLEASE don't respond** --just stop – The teacher should see a blank screen. [Why? When everyone says "ok" or sends a smiley it moves the current question or discussion off the screen, and we all lose track of what we are discussing.]

- When your instructor explains something, please **do not reply with okay, or no** or yes or **any other comment**, unless you DO have a question or the instructor asks a question.
- If your instructor asks you a question specifically, and you do not know the answer, be sure to say, "I don't know". This will then let the instructor know not to be waiting on your answer.
- If you DO have a question, you will simply type a **?** and wait for her to call on you. However, it really helps if you wait until your instructor asks for questions. **Jot down questions as we go along so that you will be ready when it is question time.**
- **If you must leave early, please do so quietly without interrupting the class.**

3. You MUST watch your language and comments. **Please respect the other students.** Inappropriate or offensive comments are not acceptable, and your status will be changed to Read Only, which means you will be able to see the class conversation, but will not be able to participate. Make sure you follow this rule at ALL times even if a teacher is not present.

4. If you wish to private message your teacher, click on the little gear symbol to the right of her name and then on Start A Private Discussion, and you may then type your message. YOU ARE NOT ALLOWED TO PRIVATE MESSAGE WITH OTHER STUDENTS AT ANY TIME.

5. During class, if you are still not clear on something, and the others seem to have understood it, we can set up a time to "meet" at a different time, or you may e-mail your instructor. That works well also.

6. Once our online class time starts, **you MUST close any other chats or Facebook or Twitter you have open.** Please focus on the class and do not be carrying on a chat with someone else. If you don't feel you can follow this rule, or cannot pay attention in the class, you are welcome to leave the class, but you will be expected to read and know everything that was discussed in the online meeting.

7. Your instructor will send out a **transcript** each week of the online meeting. You need to review this, along with your lesson, to ensure you understand everything. Many times there will be additional information or extra or changed requirements for the assignments. You will need to read the e-mail that comes with the transcript carefully.

8. Please leave your instructor off of any of your joke or forward lists; we use our e-mails for class only.

Honors Club Information

The Honors Club is an incentive to complete assignments and edits on time. Each week the instructor will send out an **Honors Club** update. This list will include everyone who has turned in **all** assignments plus **all** revisions **on time** for the week. It will ONLY include the names of those who have made Honors Club for that particular week.

- On time means the **final due date** of the week -- see the Daily Schedule. *Please note that Honors Club is based on the FINAL due date (as shown on your daily schedule)- NOT on the deadline for each day of the week.*

- By following your **Daily Schedule** (which you received with the e-mail with class passwords) you will be able to meet this **final due date each week.**

- At the end of the 6-weeks, anyone who has been on the **Honors Club** list for at least 5 out of the 6 weeks will receive an **Honors Club certificate,** along with the **Certificate of Completion.**