

**COMMUNICATION ARTS  
AND SCIENCES DEPARTMENT**  
**Part-Time Instructor  
Survival Manual**



by

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Administrative Support Coordinator  
**DEPARTMENT OF COMMUNICATION ARTS & SCIENCES**

**2006-2007 Academic Year**  
**14<sup>th</sup> Edition**

## **PREFACE**

This manual was developed to achieve two goals. The first of which is to function as a 24 hour resource to answer commonly asked questions by Part-Time Faculty and Teaching Associates in the Communication Arts and Sciences Department. The second is to decrease the number of telephone calls made to the department office on a daily basis. Please refer to the information contained within for the answers to your questions before turning to the departmental staff. The manual is revised annually in order to reflect departmental or policy changes. Please refer to this manual often but don't hesitate to call the office if you are unable to find the answer to your question.

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# California State University, Chico

## CALENDAR FOR 2006-2007

### 2006

#### JULY

						1
2	3s	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27r	28	29
30	31	1	— P 3:30 P.M.			

#### AUGUST

			2	3	4s	5
6	7	8	9	10	11*	12
13	14	15	16	17♦	18♦	19
20	21	22	23	24	25	26
27	28	29	30	31	P 4:00 P.M.	

\* summer hours end

#### SEPTEMBER

					1s	2
3	4	5	6	7	8	9
10	11	12	13	14	15c	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

P 4:00 P.M.

#### OCTOBER

1	2	3	4s	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	— P 4:00 P.M.			

#### NOVEMBER

			1	2	3s	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	P 4:00 P.M.	

#### DECEMBER

					1	2
3	4s	5	6	7r	8	9
10	11f	12f	13f	14f	15f	16
17	18	19	20	21	22	23
24	25	26	27♦	28♦	29♦	30
31	P 10:00 A.M.					

### 2007

#### JANUARY

	1	2	3ig	4is	5i	6
7	8i	9i	10i	11i	12i	13
14	15	16i	17♦	18i♦	19i♦	20
21	22	23	24	25	26	27
28	29	30	— P 4:00 P.M.			

#### FEBRUARY

			31	1	2s	3
4	5	6	7	8	9	10
11	12	13	14	15	16c	17
18	19	20	21	22	23	24
25	26	27	28	— P 4:00 P.M.		

#### MARCH

				1	2s	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

P 4:00 P.M.

#### APRIL

1	2	3	4s	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	— P 4:00 P.M.				

#### MAY

		1	2	3	4s	5
6	7	8	9	10	11	12
13	14f	15f	16f	17f	18f	19m
20m	21**	22	23	24♦	25♦	26
27	28	29♦	30♦g	— P 3:30 P.M.		

#### JUNE

				31	1	2
3	4s	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

P 10:00 A.M.

\*\*summer hours begin

Regular faculty and staff payday is the last workday of each payperiod at 4:00 P.M. unless otherwise noted.

#### PAID STAFF HOLIDAYS

	Faculty Academic Workdays
♦	Faculty Academic Workdays (classes not in session)
X	campus closed

- c - Census date
- f - Finals
- g - Grades due noon, Jan 3 & May 30
- i - Intersession
- m - Commencement
- r - Registration fee payment deadline
- s - Student Payday

- July 4 - Independence Day
- September 4 - Labor Day
- November 10 - Veterans' Day Observed
- November 23 - Thanksgiving Day
- November 24 - Rescheduled from Admissions Day (Sept. 9)
- December 25 - Christmas Day
- December 26 - Rescheduled from Columbus Day (Oct. 9)
- December 27 - Rescheduled from Lincoln's Birthday (Feb. 12)
- December 28 - Rescheduled from Presidents' Day (Feb. 19)
- January 1 - New Year's Day
- January 15 - Martin Luther King Jr. Day
- March 30 - Cesar Chavez Day Observed
- May 28 - Memorial Day
- Personal Holiday - Must be used by December 31

CALENDAR SUBJECT TO CHANGE  
 PENDING CONTRACT NEGOTIATIONS  
 Human Resources, May 2006

<http://www.csuchico.edu/hr/>

December 18, 19, 20, 21, 22, 29 campus closed; staff employees must use leave credits

**COLLEGE OF COMMUNICATION AND EDUCATION**  
Dean - Phyllis Fernlund  
Associate Deans - Maggie Payne & Duane Knudson  
AAS- Yvonne Bealer  
ASC -Kathy Ferretti  
ASA - Courtney Webb

**CME DEVELOPMENT OFFICE**  
Development Officer - Sarah Fry  
ASA - Daria Booth

**SCHOOL OF COMMUNICATION**

**SCHOOL OF EDUCATION**

**DEPARTMENT OF COMMUNICATION ARTS & SCIENCES**  
Chair - Ruth M. Guzley  
ASC - Peggy Armocido

**DEPARTMENT OF JOURNALISM**  
Chair - Glen Bleske  
ASC - Diana Askea

**DEPARTMENT OF COMMUNICATION DESIGN**  
Chair - John Long  
ASC - Angela Corral

**DEPARTMENT OF RECREATION AND PARKS MANAGEMENT**  
Chair - Jim Fletcher  
ASC - LaRee Robinson

**DEPARTMENT OF KINESIOLOGY**  
Chair -Gayle Hutchinson  
ASC - Donna Killingswroth  
ASA - Cathy Turner

**DEPARTMENT OF EDUCATION**  
Chair - Deborah Summers  
ASC - Debra Vermette  
ASA - Patsy Campbell

**DEPARTMENT OF PROFESSIONAL STUDIES IN EDUCATION**  
Chair - James Richmond  
ASC - Diana Kremenliff

**Communication Sciences and Disorders Program**  
Program Coordinator - Suzanne Miller  
Clinic Director -Judy Brasseur  
ASC - Linda Shaver  
ASA -

**LIBERAL STUDIES**  
Coordinator - Esther Larocco  
ASC - Pat Hunn  
ASC - Pam Morrell

## IMPORTANT TELEPHONE NUMBERS

All campus phones have the prefix 898 for accessing off campus. When accessing on campus only the last 4 digits are required.

CMAS Department Office (THMA 201) . . . . .	898-5751
Ruth M. Guzley, Department Chair	
Peggy Armocido, Administrative Support Coordinator	
Communication Sciences and Disorders Program Office (AJH 100) . . . . .	898-5871
Judy Brasseur, Clinic Director	
Suzanne Miller Program Coordinator	
Linda Shaver, Administrative Support Coordinator	
College of Communication and Education (THMA 203) . . . . .	898-4015
Phyllis Fernlund, Dean	
Maggie Payne, Associate Dean	
Duane Knudson, Associate Dean	
Yvonne Bealer, Administrative Analyst/Specialist	
Kathy Ferretti, Administrative Support Coordinator	
Courtney Webb, Administrative Support Assistant	
Communication Design (THMA 205). . . . .	898-4048
John Long, Department Chair	
Angela Corral, Administrative Support Coordinator	
Journalism (THMA 207) . . . . .	898-4779
Glen Bleske, Department Chair	
Diana Askea, Administrative Support Coordinator	
Dewayne Doud, CME Technician . . . . .	898-4061
Admissions . . . . .	898-6322
Campus Information . . . . .	898-4636
Chris LaVerne (Thesis Editor) . . . . .	898-6880
Disabled Student Services . . . . .	898-5959
Escort Service . . . . .	898-5372
Facilities Management . . . . .	898-6222
Graduate School . . . . .	898-6880

**Important Telephone Numbers (Continued)**

Human Resources . . . . .	898-6435
Instructional Media Center – Equipment Distribution . . . . .	898-5275
MLIB Reserve Bookroom . . . . .	898-6401
Records . . . . .	898-5143
Speech and Debate Squadroom . . . . .	898-4656
Student Health Center. . . . .	898-5241
Student Learning Center . . . . .	898-6839
University Police . . . . .	898-5555
User Services Help Line . . . . .	898-6000
Writing Lab in Taylor Hall . . . . .	898-5042

**Other Important Numbers**

CMAS Department Fax Number . . . . .	(530) 898-4096
CMSD Program Fax Number . . . . .	(530) 898-6612
CMAS Main Department Office on campus zip . . . . .	0502
CMSD Program on campus zip . . . . .	0350
Campus Emergency . . . . .	171

## CMAS FULL-TIME FACULTY

<u>Name</u>	<u>Title</u>	<u>Office</u>	<u>Phone</u>
Susan Avanzino, Ph.D.	Asst. Professor	THMA 428	898-6850
Judy Brasseur, Ph.D.	Professor	AJH 112E	898-6590
Steven Brydon, Ph.D.	Professor	THMA 432	898-6052
Gary Collier, Ph.D.	Professor	THMA 433	898-6893
Samuel Edelman, Ph.D.	Professor	THMA 435	898-4336
Ruth Guzley, Ph.D.	Chair Professor	THMA 201 THMA 430	898-5751 898-4772
Stephanie Hamel, A.B.D.	Asst. Prof	THMA 436	898-4478
Madeline Keaveney, Ph.D.	Professor Emerita	THMA 434	898-4062
Stephen King, Ph. D.	Dean Emeritus	THMA 381	898-4629
Patrick McCaffrey, Ph.D.	Professor	AJH 112C	898-6394
Doug McColl, Ph.D.	Asst. Prof.	AJH 103A	898-4517
Suzanne Miller, Ph.D.	Assoc. Prof.	AJH 112B	898-5949
Michael Scott, Ph.D.	Professor Emeritus	THMA 431	898-5883
Susan Steffani, Ph.D.	Asst. Prof.	AJH 112D	898-6838
William Todd-Mancillas, Ph.D.	Professor	THMA 249	898-6158

**CMAS FACULTY, STAFF & 3-YEAR CONTRACT  
PART-TIME FACULTY E-MAIL ADDRESSES**

Jean Abell, M.A.	jabell@csuchico.edu
Peggy Armocido	parmocido@csuchico.edu
Susan Avanzino, Ph.D.	savanzino@csuchico.edu
Judy Brasseur, Ph.D.	jbrasseur@csuchico.edu
Linda Boone, M.A.	lboone@csuchico.edu
Steven Brydon, Ph.D.	sbrydon@csuchico.edu
Gary Collier, Ph.D.	ggcollier@csuchico.edu
Samuel Edelman, Ph.D.	sedelman@csuchico.edu
Glenn Eicholtz, M.A.	geicholtz@csuchico.edu
Jennifer Gueniot, M.A.	jgueniot@csuchico.edu
Ruth Guzley, Ph.D.	rguzley@csuchico.edu
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Stephen King, Ph. D.	sking@csuchico.edu
Patrick McCaffrey, Ph.D.	pmccaffrey@csuchico.edu
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Suzanne Miller, Ph.D.	sbmiller@csuchico.edu
Michael Scott, Ph.D.	mdscott@csuchico.edu
Linda Shaver	lshaver@csuchico.edu
Susan Steffani, Ph.D.	ssteffani@csuchico.edu
William Todd-Mancillas, Ph.D.	btodd-mancillas@csuchico.edu
Warnemuende, Jim, Ph,D.	jwarnemuende@csuchico.edu
Wilson Martha, J.D.	mwilson2@csuchico.edu

# GENERAL INFORMATION

## CMAS Department Chair - Dr. Ruth M. Guzley (THMA 201A)

The Department Chair makes all of the department administrative decisions and is the approval on late adds and drops. The Department Chair is also there to help with any problems in class and turn to for advice on handling situations. The Department Chair is the person with knowledge of policy and procedure and is responsible for all departmental hiring.

## CMAS Administrative Support Coordinator - Peggy Armocido (THMA 201)

Peggy deals with various matters related to part-timers. You would see Peggy regarding any of the following issues:

1. Your schedule, Room changes
2. Payroll
3. Questions regarding policies and procedures
4. Report if you will not be able to meet your class or office hours
5. Check-out key for the Forensics Squad Room (THMA 350)
6. General office related information

## CMASD Administrative Support Coordinator - Linda Shaver (AJH 100)

Linda runs the Center for Communication Disorders. She processes all paperwork regarding the center and credentials and does most of the work for the operation of the CMASD program. If you are employed in the CMASD area, Linda is an important resource and instrumental to your survival.

## CMASD Administrative Support Assistant - Vacant (AJH 100)

The ASA processes the program paperwork, schedules the clinic and helps with the clinic paperwork when necessary. She assists students, answers phones and processes course preparation paperwork.

## College of Communication & Education Dean - Dr. Phyllis Fernlund (THMA 203)

Dr. Fernlund is the Dean of the College of Communication and Education. You would see her when referred by Dr. Guzley. Dr. Fernlund has final approval on late adds and drops. Dr. Fernlund has two Associate Deans, Dr. Maggie Payne, and Duane Knudson, who will assist with signing forms.

## College of Communication & Education AAS – Yvonne Bealer (THMA 203)

Yvonne Bealer is the administrative assistant to the dean. You would see Yvonne regarding questions about your pay, and to view your personnel file or your SET's at the end of the semester. All work in the Dean's office goes through Yvonne. Yvonne is your main contact person in that office, however, Kathy Ferretti, ASC, can also assist you with many of the same issues.

## Communication Design (THMA 205) & Journalism Departments (THMA 207)

These are the other two departments in the School of Communication. Journalism offers an undergraduate program in Public Relations and News Editing. Communication Design offers a Bachelor of Arts with options in Media Arts, Graphic Design, Internet Communication, and a Bachelor and Master of Science in Instructional Design & Technology.

## **General Information (Continued)**

### Absence

If you are unable to meet with your class due to illness, try to find a substitute. If you are unsuccessful, we will cancel class for the day. Report all absences (whether class is covered or not) to Peggy at least 3 hours before the class is scheduled to meet. If the department office is not properly informed of your missing classes or office hours, the result can be a dock in your paycheck.

Faculty do not accrue vacation time. Faculty receive one personal holiday a year (calendar year - prorated per appointment). Sick leave is accrued and prorated according to the percentage of appointment. (Full monthly sick leave credit is 8 hrs/mo).

Absences for instructionally related activities (conferences) are authorized but must be approved at least 2 weeks in advance by completing a travel request and submitting it to Peggy for processing.

### Faculty Office Hours

**KEEP YOUR OFFICE HOURS!** You are required to be in your office and available to students during office hours. Office hours are prorated according to your percentage of appointment (full-time = 5 hours). Your office hours must be reported to the department office prior to the start of the semester. If office hours are changed or canceled, notify the office staff so a sign can be posted on your door. Please do not tie up the phone line with personal calls. There is only one line and students need to be able to reach you during office hours.

### Department Office Hours

The department office is open M-F 8:00 AM – 12:30 PM & 1:30 PM - 5:00 PM. We close at 5:00 PM but we shut down for business at 4:45 which gives us 15 minutes to clean up, finish what we are doing, and prepare for the following day. Please take care of business prior to 4:45 PM.

### Copier

Each Faculty member is issued a copy code equivalent to their percentage of appointment. The department starts with a base of \$40.00 per faculty member per semester. If you are a .20 employee, then you will get a code with 20% of \$40.00. Teaching Associates are not issued codes. There is a copy code in the department office for TA's and you will have to ask Peggy or the student assistant to enter the number in the copier so you can make copies for the classes you are teaching, not the classes you are taking. You will also need to be instructed on proper copier use.

For more than 15 copies, you will need to submit copying to the office to be sent to Quick Copy. This means any combination that totals 15 copies (1 original 15 copies, 5 originals 3 copies, 15 originals, 1 copy). These requests should be submitted on a service request form (Page 18) **48 hours in advance**

For Example. If you need a document by Tuesday at 2:00 pm, you will need to submit it by Friday Noon. It will be prepared to go to Quick Copy in the afternoon pickup and requested returned by Monday afternoon delivery. Tuesday delivery may not be delivered prior to your class. Also plan for at least 48 hours, but more if possible.

## **General Information (Continued)**

### Mailboxes

Mailboxes are located in the department office (THMA 201b) and should be checked and emptied on a regular basis. If you are just coming through to check your mailbox and do not have any other department business, please use your key to access mailboxes through the hallway door to THMA 201b.

On campus mail requires a three digit on campus zip code. On campus mail goes in the top bin on the counter along with mail going off campus which should be placed in the black mailbag provided. There is one mail pick up each day between 1 & 4. Off campus mail must be work related. If it is not work related, you must provide your own stamp.

### Telephones

Telephone lines are shared by several offices. Do not tie up phone lines while someone who shares your line has office hours. Do not tie-up phones with personal calls. Please check your voicemail daily and erase your messages after you have listened to them.

### Faculty ID cards

As a part-time faculty member you must obtain a wildcat faculty ID card at YUBA Hall. The card is used for checking out material from the library for a longer period of time, campus electronic mail, and issuing you a copy code. TA's are not issued faculty ID cards.

### Supplies

Supplies are for teaching and classroom purposes only. Please request your supplies 24 hours in advance on a pink sheet (see page 18). These supplies are for the classes that you are teaching, not those that your are taking.

### Address & Phone Number

If you move or change your phone number, please inform the department office immediately.

### Payroll & Personnel

You must go the University Personnel Office (Kendall Hall 222) within three days of signing your contract to complete employment paperwork. You must provide proof of citizenship or permission to work in the US (common proof is social security card AND driver's license).

The academic calendar displays paydays & times. The first check in the Fall is at the end of September and the first check for the Spring semester is at the end of February. Checks are not available until the time listed on the calendar. Direct Deposit Advices will be placed in your mailboxes if you are on Direct Deposit. If you are not on Direct Deposit, your check will be available at cashiering on the predetermined date and time (Kendall 212).

### Department Binders (TA's Only)

Material provided to you in the gray department binder are property of the CMAS department. You will be required to turn them in at the end of each semester. The binder is provided as a tool and a resource in getting through the employment process in the CMAS department.

## General Information (Continued)

### Keys

You will be issued keys to your office, Dept. Mailroom-201b, Building Exterior, and campus media keys. If you are in THMA, you will receive card swipe access. Forensics Assistants will also get card swipe access to the Squadroom. Part-time faculty in AJH will also get card swipe access to the therapy rooms and the lab. If you need to access the department office, you need to do so during department office hours. **Keys that are issued to you are checked out in your name. If keys are lost, you will be charged \$25.00 per key and possibly more if the end result is rekeying the building. This charge will have to be paid prior to receiving a replacement key or separation from the University.**

### Faculty Offices

Offices have been supplied with desks, chairs, bookcases, file cabinets, computers, printers, staplers, tape dispensers, scissors, pens, pencils, paperclips, post-its, staples, push pins, phone books, and directories. Please do not remove any of these items from the office. Be considerate of your office mates.

### Computers & Printers

Computers and printers are provided in the offices for your use in preparing materials for your courses. The computers all have internet access. Please do not save any information to the hard drive. Please report all computer and printer to the User Services (X6000). Also report to the office staff that you called in a problem.

### Classroom Changes

These must be submitted on a classroom change request form (Page 21).

### Grading

See pages 146-148 of the 05-07 University Catalog for information on the grading system. That section covers definition of letter grading symbols. Grades must be submitted through the portal by the specified deadline listed on the academic calendar.

### Computer Use for MicroGrade

All part-time and teaching associate offices have a computer and printer. Teaching Associates will be required to do all of their grading on Micrograde and submit printouts of grades to their supervisors and various times throughout the semester. The department owns a site license for this grading program and anyone teaching in the department can legally have a copy.

Micrograde 5.0.6 is available for check out so you can load it on the computer you will be using to input your grades. Teaching Associates will meet with their supervisors to go over grades before they are submitted on the portal.

### Parking

Parking in university lots during business hours is by permit only. Permits can be purchased at the Cashiering Office, Kendall Hall 240, call 898-6347 for information.

Tickets may be purchased for evening (after 4:00 PM) at dispensers in designated lots.

## **CMAS DEPARTMENT POLICIES & PROCEDURES**

- Work in your own office. Do not sit at staff desks or use their desks in anyway. Do not use department office telephones unless you are returning a long distance call to a student in one of your classes and you do not have long distance access in your office.
- The fax machine is for work related incoming and outgoing faxing. It should not be used for personal faxes.
- Please return and collect papers in class. If there is a problem and you need a collection/pick-up place in the office, there is a tray on the counter for student pick-up or you can supply a box top with your name on it. This should be limited to individuals and not an entire class. We DO NOT date stamp work.
- Undergraduate students are not allowed in the mailroom or behind the counter in the department office unless invited in by faculty or staff.

The following rules help the staff manage time in order to meet deadlines for normal classroom operations.

- ALWAYS use the Pink "CMAS Service Request" (see example on page 18) to communicate your needs.
- ALWAYS submit work requests to Peggy's mailbox in the mailroom. This is checked frequently and your work will be processed in a timely fashion.
- Camera-ready material to be photocopied must be submitted two days (48 hours) in advance of time needed.
- Do not remove supplies, directories, ANYTHING from desks in the department office. If you need something, submit a request..

# ADD/DROP POLICIES & PROCEDURES

Students may add or drop courses or change grade options without restriction or penalty and without instructor approval during the first two weeks of the semester using the Chico State Connection or, where necessary, by submitting a Change of Program (COP) form (see example on page 19).

During the third and fourth weeks of classes, COP forms to add, drop, or change grade options will require the approval signature of the instructor.

After the end of the fourth week of the semester (referred to as the “census date”), all COP forms to add, drop, or change grade option will require a serious and compelling reason (see below) and require approval signatures of the instructor, department chair, and dean of the college.

During the final three weeks of the semester, no drops will be permitted except for circumstances clearly beyond the student’s control (such as accident or serious illness) and when the assignment of an “Incomplete” is not practical.

The following situations are typical of those for which “serious and compelling” is appropriate justification for approving withdrawals and changes of grade option after the fourth week of classes:

1. An extended absence due to a verifiable accident, illness, or personal problem serious enough to cause withdrawal from the University; for example, a one- to two-week absence with a doctor’s written excuse.
2. An extended absence due to a death in the immediate family. This applies to absences exceeding a week due to family affairs that must be attended to by the student.
3. A necessary change in employment status which interferes with the student’s ability to attend class. This change in employment status must be verified in writing by the student’s employer.
4. Other unusual or very special cases, considered on their own merit.

The following situations would not fall under the intent of "serious and compelling":

1. Grade anticipated in class is not sufficiently high, or student is doing failing work.
2. Failure to attend class, complete assignments, or take a test.
3. Dissatisfaction with course material, instructional method, or instructor.
4. Class is harder than expected.
5. Pressure of other classes, participation in social activities, or simple lack of motivation.
6. A change of major.

If a faculty member is processing the add or drop themselves, they would complete a supervision form (see example on page 20).

# MICROGRADE INSTRUCTIONS

## MicroGrade

### QUICK REFERENCE

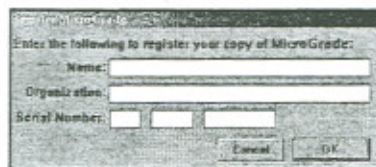
#### Windows 95/98/NT Installation:

1. Insert the MicroGrade CD into your CD-Rom drive.
2. Follow the on-screen prompts to install.
3. MicroGrade has completed the installation process when the *Set Up Complete* prompt appears on-screen.

#### Macintosh Installation:

1. Insert the MicroGrade CD into your CD-ROM drive.
2. Double-click on the CD icon when it appears on your desktop.
3. Double-click on the MicroGrade Installer icon and follow the on-screen prompts to install.
4. Click Quit when the installation process is complete.

Launch MicroGrade by double clicking on the MicroGrade icon. Next, you will be asked to Register your Copy of Micrograde. Enter the appropriate information into each of the text fields, then click on the OK button to continue.

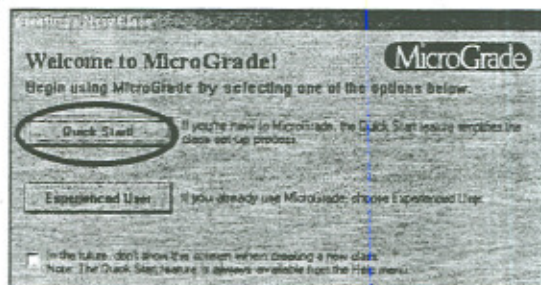


#### Create a New Class with Quick Start

- When the *Welcome to MicroGrade* dialog appears, click on the **Quick Start** button.

The *Quick Start* dialog lets you create a new class in 5 steps.

- Each step is displayed on the left and the action required for each step is shown on the right. Instructions are displayed at the top of each action item.
- A check mark appears by each step as it is completed.
- To move to the next step, click the **Next** button.
- To go to a previous step, click the **Back** button.



## MICROGRADE INSTRUCTIONS (continued)

### STEP 1. NAME YOUR CLASS

- Click inside the **Class Name** text box and enter the class name for your MicroGrade file. (Example: Math102)
- MicroGrade will automatically save this file for you in the location where MicroGrade was installed.
- If your class has multiple grading periods, enter a title for the first grading period in the **Grading Period Name** text box. (Example: First 9 Weeks)
- Click on the **Next** button to continue.

### STEP 2. SET CLASS PREFERENCES

- Click on the radio buttons to select a grading method and display format for student names.
- MicroGrade includes a variety of additional preferences that will be available to you when you are finished with the *Quick Start* feature.
- Click on the **Next** button to continue.

### STEP 3. SET GRADE STANDARDS

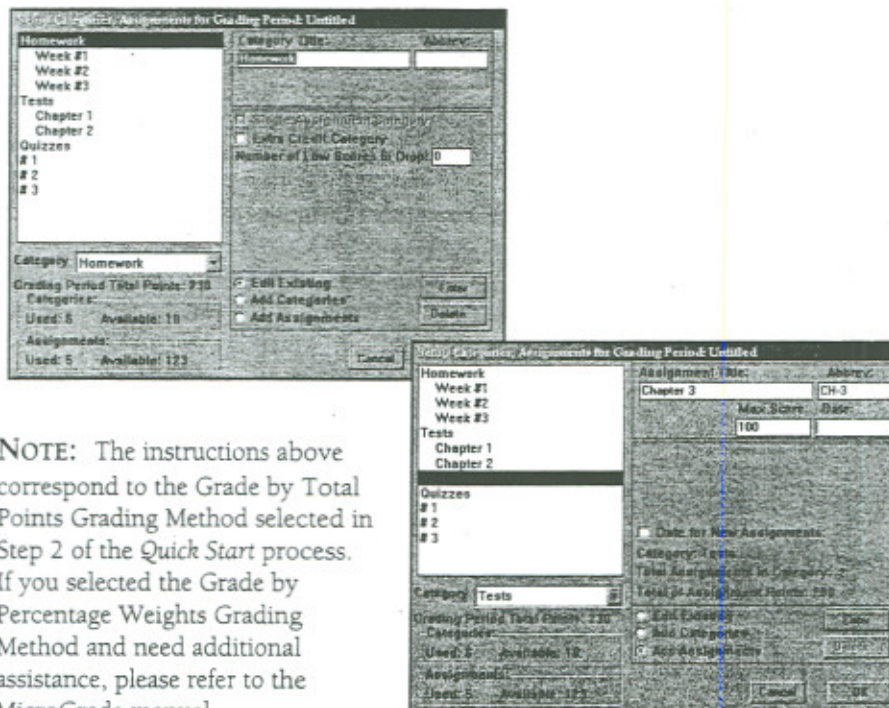
- Click on the **Set Grade Standards** button to review the grade standards MicroGrade has created for you.
- You can change the default settings to reflect what will work best for you and your students.
- Once you have selected your desired standards, click on the **OK** button.
- Click on the **Next** button to continue.

Grade Name	% Cutoff	Score Cutoff	Students Who Grade	Letter %
A+	97			B
A	94			94
A-	90			90
B+	87			87
B	84			84
B-	80			80
C+	77			77
C	74			74
C-	70			70
D+	67			67
D	64			64
D-	60			60
F				

## MICROGRADE INSTRUCTIONS (continued)

### STEP 4. ADD CATEGORIES AND ASSIGNMENTS

- MicroGrade allows you to organize all your assignments within categories.
- Click on the **Add Categories and Assignments** button to enter category and assignment information for your class.
- To add categories, click on the **Add Categories** radio button. Type the name of the category in the **Category Title:** text box and an abbreviation in the **Abbrev:** text box. Click on the **Enter** button. Note: Category abbreviations are optional.
- To add an assignment within a category: First, select a category from the list in the upper left corner of this window by clicking on it. Second, click on the **Add Assignments** radio button. Third, enter the **Assignment Title**, **Abbreviation**, **Maximum Score** and **Date** in the appropriate fields. Click on the **Enter** button. Note: Assignment abbreviations and dates are optional.
- To edit a category or assignment, first select a category or assignment from the list in the upper left corner of this window by clicking on it. Second, click on the **Edit Existing** radio button and make the desired edits. Click on the **Enter** button.
- Once you have entered your categories and assignments, click on the **OK** button. Note: Entering all of your categories and assignments at this time is optional.
- Click on the **Next** button to continue.



**NOTE:** The instructions above correspond to the Grade by Total Points Grading Method selected in Step 2 of the Quick Start process. If you selected the Grade by Percentage Weights Grading Method and need additional assistance, please refer to the MicroGrade manual.

## MICROGRADE INSTRUCTIONS (continued)

### STEP 5. ADD STUDENT RECORDS

NOTE: Student records can be entered manually or by using MicroGrade's *File Genius* import feature. We suggest entering a few sample students to familiarize yourself with MicroGrades user interface.

- Click on the **Add Student Records** button to begin entering student information.
- A last name and a first name are required for each student.
- MicroGrade automatically generates student ID's and WebGrade Passwords. You can change this information if necessary. Note: You can return to the *Student Record* dialog at any time to enter additional information.
- After you have entered all of your student information, click the **Finished** button.

- Next, *Congratulations!* You have completed the steps to create your new class. View the sample MicroGrade windows that appear and click **Finished** to begin working with your new class.

### Help!

If you need technical assistance or have questions about MicroGrade's other features and capabilities, Chariot provides the following help resources.

- *Help on the Web:* Go to [www.chariot.com](http://www.chariot.com), click on the Tech Support link and select MicroGrade from the products displayed.
- *Email:* Our technical support staff can be contacted at: [techsupport@chariot.com](mailto:techsupport@chariot.com).
- *Fax:* (619) 491-0021
- *MicroGrade Program Help:* Within *Quick Start*, click the **Stop** button and select **Help** from the MicroGrade menu bar. To return to *Quick Start*, click on **Quick Start** within the help menu and click on the **Create a New Class** button on the *Welcome to MicroGrade* dialog.
- *Telephone:* Our technical support staff is located in the Pacific time zone and can be reached from 8:00 AM to 4:30 PM weekdays at (619) 298-0202.

# CALIFORNIA STATE UNIVERSITY, CHICO

## HOW TO ACCESS YOUR VOICE MAILBOX

### From your office phone:

- |         |   |      |
|---------|---|------|
| Step 1: | <b>Dial the Pilot number,</b><br>wait for answer. Or press the “envelope” button<br>on your phone | 4400 |
| Step 2: | <b>Enter</b> the number of your mailbox   | X    |
| Step 3: | <b>Enter</b> your <b>Passcode,</b><br>You have now accessed your mailbox.                         | XXXX |

### From any internal (CSUC campus) phone:

- |         |  |       |
|---------|--|-------|
| Step 1: | <b>Dial the Pilot number,</b><br>wait for answer.  | 4400  |
| Step 2: | <b>Enter</b> your Voice <b>Mailbox (last 4 digits followed<br/>by the star key</b> to check your messages. | XXXX* |
| Step 4: | <b>Enter</b> the number of your mailbox (if on a tree)   | X     |
| Step 5: | <b>Enter</b> your <b>Passcode,</b><br>You have now accessed your mailbox.                                  | XXXX  |

### From outside (off campus) the office:

- |         |  |                |
|---------|--|----------------|
| Step 1: | <b>Dial</b><br>wait for answer.  | (530) 898-4400 |
| Step 2: | Select option 2 for the new Voicemail system   | 2              |
| Step 3: | <b>Enter</b> your Voice <b>Mailbox (last 4 digits followed<br/>by the star key</b> to check your messages. | XXXX*          |
| Step 3: | <b>Enter</b> the number of your mailbox (if on a tree)   | X              |
| Step 4: | <b>Enter</b> your <b>Passcode,</b><br>when requested.  | XXXX           |

## CMAS SERVICE REQUEST

Name: Armocido Date: 8/15/03  
Class: CMST 011 Date Needed: 8/20/03  
Time Needed: 2:00pm

### **COPYING: 48 hours notice**

#### Essential Information:

3 No. of Originals  Back to Back

20 No. of Copies  Single Sided

#### Options:

Transparency  Collated  Stapled

Color (Specify: \_\_\_\_\_)

### **SUPPLIES: (Notify before the 10th of each month)**

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### **SPECIAL INSTRUCTIONS:**

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**All work must be submitted on a Service Request to be performed by the office staff (no e-mail requests)**





# Classroom Change Request

Name: Armoindo Date: 8/15/03

Class: CMST 011

Section: 03

Day & Time: MWF 10-10:50

# of Students Enrolled: 25

Room Problem: not big enough

## Room Need

Capacity: 30

Special Need: movable desks

## *For Department Use Only*

Approved by Chair: \_\_\_\_\_

Requested room change: \_\_\_\_\_

Checked on request: \_\_\_\_\_

Room has been changed to: \_\_\_\_\_

Date of 1st meeting in new room: \_\_\_\_\_

Notified faculty member of change: \_\_\_\_\_

Posted notice: \_\_\_\_\_