TO: Self-Paced CHEM 101 Students

FROM: Jack F. McKenna
Department of Chemistry

SUBJECT: Instructions for accessing CHEM 101 course information

My website can be accessed at: http://web.stcloudstate.edu/jfmckenna/. By clicking on the button for CHEM 101 you will be taken to the CHEM 101 course website which contains the course syllabus, a link to the Sapling Learning website, a link to the textbook publisher's website, and a link to the MicroGrade website where grades are posted. Additional material you may find useful may be added to the site as the semester progresses.

Exams are taken on-line and must be taken in a secure testing environment. Scheduling of exams is also done on-line at https://www5.stcloudstate.edu/ContinuingStudies/ProctoredExam/Student/. PLEASE NOTE THAT THE LAST DATE FOR TAKING EXAMS IS THURSDAY, August 6th, 2015 (must be completed by 4 PM). THERE ARE NO EXCEPTIONS!

Material is posted both to my website and the D2L website. Some information is found on both websites. However, some information is only found on one or the other website. Be sure to check both websites!

Grades are posted on a secure server and may be accessed by clicking on the MicroGrade link on my website. To access the MicroGrade website, you will use your star id as the id and your star id number as the password. You can access the MicroGrade website even before taking the first test. If you experience difficulty accessing the MicroGrade website, please send me an email and I will try to troubleshoot the problem.

Scores for exams taken on D2L are given immediately after the completion of the exam. However, you will not have the opportunity to see which questions you got correct/incorrect. Also, the score is based on the percentage correct. When the exam closes, the scores will be curved and posted to the MicroGrade website.

Please feel free to contact me if you have any questions. Both my email address and phone number are given on my website and in the syllabus. I try to read my email at each morning. However, because of my irregular schedule and the large volume of email that I receive, it may take a few days for me to respond. Please be sure that you put CHEM 101 in the subject line because my email program sorts mail for CHEM 101 into a separate folder and without this you might accidentally get trashed! HOWEVER, IF SOMETHING IS IMPORTANT STOP BY MY OFFICE AND SEE ME IN PERSON!

GOOD LUCK!

CC: Susan M. Erickstad, Continuing Studies

5/18/15