

Montgomery College, Rockville Campus
Spring 2019 (1/29/2019 – 5/13/2019)

Name of Course: CHIN202, Elementary Chinese IV **Professor:** Ruby, Shu Chuang Costea, MS
Semester: Spring 2019 **CRN:** 32923
Telephone: Office: 240-567-5393 or 5395 **Class Location:** Distance Learning WEB
Skype ID: scostea1 **Email:** shuchuang.costea@montgomerycollege.edu
Online Class: TR 7:50PM – 10:20PM **Skype ID:** scostea1
Office Hours: Skype: Tuesday, 6:40-7:40 PM or call for f2f appointment

Mandatory Course Textbooks

Integrated Chinese-Textbook (Level 2, Part I), 3rd edition, ISBN-13: 978-0-88727-638-5
Integrated Chinese-Workbook (Level 2, Part I), 3rd edition, ISBN-13: 978-0-88727-640-8

Course Description:

Continuation of CHIN 201; Students continue to develop the ability to communicate in Chinese through the consideration of cultural themes, language functions, and authentic situations as they acquire the structures and lexicon to work with written language, conversation, and composition.
(HUMD) PREREQUISITE: CN 201 or consent of department. In-class work is supplemented by 10 hours of listening and practice in the language learning laboratory. Five hours each week.

Meets online weekly, consisting of time spent using a virtual Classroom (via Blackboard Collaborate). The class will meet Tuesday/Thursday from 7:50 pm to 10:20 pm on the Virtual Classroom. Additional requirements will be completed via Blackboard. Students are required to come to the Rockville Campus Assessment Center for testing as announced in the syllabus. Students with previous experience with the language may take the Chinese placement test online. Students should visit the department Web page for directions at <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=6541>. Click on Placement Testing. This will take you straight to the webpage; then click on the blue webpage button (WEBCAPE) and follow the directions. Overrides will be input within two business days.

Credit Hours: 5

COURSE OBJECTIVES: Upon course completion, students will be able to:

1. communicate at an Intermediate level in the skill areas of listening, speaking, reading and writing, using about 600 vocabulary items;
2. Apply grammatical structures supporting communication at the novice level of proficiency.
3. Employ language functions appropriately in speech and in writing. These functions include greetings, leave-taking, and requesting information, talking about self and family, asking for assistance, giving and receiving directions.
4. Describe the Chinese language and the appreciation of its culture
5. Engage in appropriate sociolinguistic behaviors as he/she develops linguistic ability in Chinese
6. Produce and present a cultural project.

MONTGOMERY COLLEGE – ROCKVILLE Campus
Department of World Languages and Philosophy

Grading Policy:

Quizzes	20%
Assignments (Quia + Blackboard Discussion)	20%
Midterm exam	10%
Online Participation	10%
Oral Exams (Midterm and Final)	10% (5% each)
Cultural Project	10%
Final Exam	20%
Total:	100%

Grade Scale:

A	90 – 100%	C	70 – 79	F	< 60
B	80 – 89%	D	60 – 69%		

Oral Exams: Students will complete two oral exams (one at midterm and one at the end of the course) requiring them to speak extemporaneously about a given topic. You will receive a list of topics and a rubric for evaluation two weeks prior to each exam.

Cultural Project: Students will complete a project that deals with an aspect of Chinese culture. The presentation will be 4-5 minutes in length and students will present mostly in Chinese. The topic for the project must be approved by the professor. This project will require research; students will need to use reliable resources and provide a bibliography of their sources following MLA formatting. Students may present their work through the use of technology, such as PowerPoint or Prezi. More detailed instructions will be provided by your instructor later in the semester.

Class Participation: Active participation in class contributes to your learning and is an important factor in your grade. The instructor will monitor student participation according to the following rubric:

A (90 -99%)	The student participates with original ideas that show reflection on the material. The student comes to class prepared, takes the initiative in class activities, and shows a positive attitude. S/he is respectful with partners and teachers, offers help to partners and constantly seeks to improve her/his Chinese.
B (80 - 89%)	The student participates voluntarily; however, s/he does not stand out in any way from other students in volume or quality of contributions or does not show evidence of preparation.
C (70 - 79%)	The student attends class but studies/ participates the minimum required; She/he does not show interest in the class and only participates when asked or while doing group/pair work.
D - F (0 - 69%)	The student does not participate because s/he is absent (mentally or physically) and does not develop rapport with the class. S/he is disrespectful or unenthusiastic. The student must be prodded to begin work, form groups, or participate. Student uses English excessively.

Final Exam: A cumulative final exam will be given on the day scheduled during the exam period. The final exam is mandatory and cannot be rescheduled.

MONTGOMERY COLLEGE – ROCKVILLE Campus
Department of World Languages and Philosophy

POLICIES:

Administrative Dates:

For an updated list and to verify these dates, please refer to MyMC and click on “View Drop Deadlines Dates” under “My Schedule: Week at a Glance)

<http://cms.montgomerycollege.edu/wdce/register/refundpolicy.html>

CHIN202 satisfies a General Education Humanities Distribution requirement.

Montgomery College’s General Education Program is designed to ensure that students have the skills, knowledge and attitudes to carry them successfully through their work and their personal lives. This course provides multiple opportunities to develop competency in oral and written communication and critical analysis and reasoning and also fulfills the *Global and Cultural Perspectives* course requirement. For more information on the General Education Program, go to www.montgomerycollege.edu/gened

Academic Honesty: Montgomery College’s policies on academic dishonesty are found on pp. 74(Section VIII) in the *Student Handbook* and online at http://cms.montgomerycollege.edu/pnp/#Chapter_4.

Each student is expected to do his or her own work. Any student found cheating or plagiarizing will be given an F for the assignment. If the same student is involved in a second incident of cheating, the case may be referred to the Student Discipline Committee, a grade of F for the course may be awarded, and/or the student may be dropped from the course.

Inclement weather or campus emergencies: Official announcements regarding closings or delays will be made on local radio and television. For a recorded announcement about Montgomery College, call (301) 279-5000. You may also subscribe to email or text alerts through Montgomery County MC Alert. Registration information is available at www.montgomerycollege.edu/emergency. If the College opens or closes a time when more than 50% of a class period will be missed, the class is cancelled. Announcements regarding Montgomery County Public Schools do not apply to Montgomery College.

FERPA: The *Family Education Rights and Privacy Act* prohibits the instructor from discussing a student’s grade and performance in the course with anyone but that student. All exceptions/allowances must be submitted in writing by the student.

Special Needs: Any student who may need an accommodation due to a disability, please make an appointment to see me during my office hour. A letter from Disability Support Services (R-HW122; G-SA175; or TP-ST120) authorizing your accommodations will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at: www.montgomerycollege.edu/dss/evacprocedures.htm.

Diversity: The College defines diversity as it impacts teaching and learning as “differences, or variety, among groups of people based on a range and combination of backgrounds and histories related to ethnicity, race, gender, language, socioeconomic status, sexual orientation, disability, geographical area, religious background, and exceptionalities in learning.” The department is committed to addressing diversity in curriculum, instruction, assessment, and interpersonal relations.

Class announcements and cancellation: I will *regularly* post class announcements. Students are expected to check announcements several times per week. If, for some reason, class is canceled, it is the student’s responsibility to check their email to see if there is an additional assignment given. For

MONTGOMERY COLLEGE – ROCKVILLE Campus
Department of World Languages and Philosophy

personal matters, student can send an email using the internal email system on Bb or post a message on the Discussion Board. There will be a document on the course site explaining how to do that. The fastest way to reach me usually is to send an email.

Schedule Overview: Students will be given advance notice of all scheduled graded material. It is students' responsibility to know what assignments are due, when they are due, and what changes are made. Contact the instructor at ruby.costea@montgomerycollege.edu or your classmates when you miss class to find out what you missed.

Online Guidelines

Guidelines for Participating in an Online Course

- You are expected to read all posted messages.
- Respond to each other promptly.
- Use the person's name when you reply to a message. It helps to keep all of us oriented. It also helps us maintain a clearer sense of who is speaking and who is being spoken to. As we begin to associate names with tone and ideas, we come to know each other better.
- If you wish to send a private message, click *Forward* to open Bb Mail from the discussion area.
- Change the subject line of the message when you want to introduce a new topic. The value of this tip will become apparent as the number of messages grows.
- Feel free to reinforce each other's ideas with comments such as "Good Point" or "I agree" or "Thanks for the comments."
Note: however, that these comments do not count toward your grade.
- The use of sexist, racist, or objectionable language is not acceptable.
- Use emoticons to communicate humor, e.g. :-) ;-) :-0 :-/ :-(
- **When you are writing for an online discussion, I strongly encourage you to compose your message in a word processor and then **copy and paste** the text into the discussion message.** Expect to spend time editing and revising your messages until they are clear and concise. Composing your messages in a word processor first will save you from losing your hard work if your browser crashes before you click the submit button or if you are automatically signed out of Bb from "being idle".
- As a general rule, messages posted on the Discussion Board should be no more than **two screens in length**. If your message is longer, please revise it to be more concise or separate your writing into two or more messages.

To Login to Blackboard (Bb)

1. Login to My MC at <http://www.montgomerycollege.edu/>
2. Click the Bb Icon  at the top right of the My MC homepage.
3. You will be taken to your Blackboard screen.
4. On the My Blackboard screen, click on the title link for a course to enter the course.

To Login to Blackboard Collaborate Virtual Classroom

- a. 1. On the My Bb screen, click on the title link for a course to enter the course.
2. Click Home Page
3. Click the monitor that says "Prof. Costea's Virtual Classroom".
- b. Click our classroom link

MONTGOMERY COLLEGE – ROCKVILLE Campus
Department of World Languages and Philosophy

****For technical assistance, call the Montgomery College IT Help Desk at 240-567-7222 or visit the 24/7 Tech Online Support Center at <http://www.montgomerycollege.edu/webctsupport/> ****

System Downtime

The Office of Information Technology conducts computer network maintenance on **Sunday morning from 12:01 AM - 6:00 AM each week**. During this time, you may not be able to access My MC to login to WebCT. Do not rely on this time to submit course work.

Attendance: Online Participation

Students are expected to read the assigned text and participate *actively* and positively twice a week in online classroom activities and discussions. Students need to notify the instructor if they are going to be absent, points deduction per absent. Please make sure your microphone/headset works properly before class. **Do not be “away” while in class**. Class participation counts for 10% of the overall grade. *Unexcused absences will result in a lower final grade. Absences will result in points lost from the final semester grade.*

If you miss class more than 6 classroom hours, you may be dropped from this class. Three late arrivals equal one absence. Missing more than 30 minutes of class time counts as an absence. An excused absence is an absence which involves legal situations, unanticipated medical emergencies, or other serious matters for which documentation can be provided. Traffic problems, appointments that can be scheduled at various times other than class time and other undocumented situations do not count as excused absences. Whenever possible, notify the instructor of expected absences or tardiness.

Please be aware that certain information about your online activity is automatically logged by the software, such as the date you last entered the course, the number of discussion board messages read, the number of discussion board messages posted, and which course content pages you have read. Your “attendance” and active participation will usually be evident by your completion of the weekly assignments. If you wish to see a log of your online activity, click on the **My Progress** link on the Course Menu.

Course Requirements

Students should have access to a computer, webcam, and microphone/headset. Students are required to come to the Rockville Campus Assessment Center for the final exam.

Students will need the following to participate online: regular use of a computer with Internet access, the expectation to spend several hours online each week for this class, a web browser such as Internet Explorer or FireFox; for recommended computer hardware and software details or to run the Bb Browser check, please visit www.montgomerycollege.edu/Departments/distlrng/whatyouneed.html

Homework Assignments - All homework is due on the dates marked in your syllabus.

In this course, you will submit many of your homework assignments electronically. Because technology can be unreliable when you least expect it, submitting your work on time may require some creativity.

Here are some alternate means to submit your assignments:

- ❖ Email your assignment directly to the instructor at ruby.costea@montgomerycollege.edu

MONTGOMERY COLLEGE – ROCKVILLE Campus
Department of World Languages and Philosophy

- ❖ There is always a means to submit your assignments on time. Be creative, be persistent, and keep your instructor informed!

You are responsible for ensuring the safety of your work by making regular backups. I recommend you do so on multiple mediums (i.e., on your hard drive, flash drive, backed up in your email or online storage, etc). For online storage, you could sign up for [Windows Live SkyDrive](#). It's free and gives you 25GB of space. It works best with Internet Explorer. Dropbox is also another way to store your assignments. **Note**, this is optional, merely a suggestion.

“The computer ate my homework, I lost my disk, my hard drive crashed, my computer had a virus, or my printer isn't working” are not acceptable excuses. Make frequent backups of your work and save the work in multiple places.

Due Dates

All homework, discussion board posts, assignments, quizzes, etc. are due by **11:55pm Sunday**, unless specified by the instructor. All assignments that are late or given as a make-up for absences are reduced one letter grade by default.

Quizzes:

Quizzes will consist of the following sections: listening comprehension, grammar, vocabulary, reading, culture and writing. The dates of the tests are stated in the syllabus. *No make-up quizzes/tests allowed.*

Online Quia Workbook: Your homework is done on the online workbook at *Quia.com*. All written homework is due the week after we cover the lesson.

Quia Course Code: MMRHT749

Late Work: All homework is due at the beginning of class on the assigned date. Scores for all assignments that are late are reduced by 20%.

Midterm: You will have a midterm on the date stated in the syllabus. The midterm will be a comprehensive review of what you have learned in L1-L4. It will consist of the following sections: listening comprehension, grammar, vocabulary, reading, culture and writing. *No make-up midterm allowed.*

****Final Exam:** There are two parts of the final exam (written and oral). Students are required to come to the Rockville Campus Assessment Center for the written part of the final exam (L1-L10) 5/9/2016. You can only take it once. Please call the Rockville Campus Assessment Center (240) 567-7459 for their hours of operation or more information.

Students must present their Montgomery College photo ID, a US government issued photo ID, or an international passport, in order to sit for the exam. Students also should also know their student identification number. *Please arrive early enough to finish the exam before the Assessment Center closes.*

You are responsible for scheduling and taking both parts of the exam!!!

MONTGOMERY COLLEGE – ROCKVILLE Campus
Department of World Languages and Philosophy

For the oral portion of the exam, you must schedule an appointment with me via Skype or MC email (my Skype ID is scostea1 – please add me to your contacts and message me telling me who you are so I can add you to my contacts accordingly). You must schedule your appointment with me by 5/1 for an oral exam between 5/2 – 5/5/2017. Typically, the oral exam takes 15-30 minutes per person

Basic Needs Statement

“Any student who has difficulty accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact the *Dean of Students Affairs* on your campus. Furthermore, please notify the professor if you are comfortable in doing so. This will enable the professor to provide any resources that they may possess. We know this can affect performance in the course and Montgomery College is committed to your success.”

The Deans of Student Affairs, by Campus

Germantown: Dr. Jamin Bartolomeo, jamin.bartolomeo@montgomerycollege.edu

Rockville: Dr. Tonya R. Mason, tonya.mason@montgomerycollege.edu

Takoma Park/ Silver Spring: Dr. Clemmie Solomon, clemmie.solomon@montgomerycollege.edu

STUDENT HEALTH AND WELLNESS/ FUEL FOR SUCCESS WEBSITE

This website offers information about resources for food on our campuses and in the community and has links for community resources. The site offers the schedule for the mobile markets, locations of the food pantries as well as a link for those who wish to contribute their time or money to support our students <http://cms.montgomerycollege.edu/student-health-and-wellness/fuel-for-success/>

CAMPUS FOOD PANTRIES

Each of the main campuses has a pantry stocked with snacks and food. Students are welcome to come pick up a snack to carry you through your next class, and to take a few items home.

Campus	Pantry Location	Days & Hours of Operation
Germantown	<i>High Tech (HT) Food Pantry</i> In the hallway, near HT300	9:00 a.m. - 5:00 p.m.
Rockville	<i>Women's' and Gender Studies Program Food Pantry</i> Hallway outside of MT212 --- <i>Biology Department Food Pantry</i> Science Center, 2 nd floor hallway	Monday-Friday 9:00 a.m. - 5:00 p.m. --- Monday-Friday 9:00 a.m. - 5:00 p.m.
Takoma Park/Silver Spring	<i>Commons Food Pantry</i> CM 110 --- <i>Institute for Justice, Race and Civic Engagement Food Pantry</i> Pavilion 4, #202 Vincent.intondi@montgomerycollege.edu	Monday - Thursday 8:00 a.m. - 7:00 p.m. Saturdays 9:00 a.m. - 1:00 p.m. --- Monday and Wed: 12:30-4 Tuesday and Thursday: 2-4

MONTGOMERY COLLEGE – ROCKVILLE Campus
Department of World Languages and Philosophy

MOBILE MARKETS

The College has a partnership with the Capital Area Food Bank. They distribute a variety of foods at Mobile Markets, at each of the three main campuses. Food is available on a first-come basis for MC students, faculty/staff, and the community. The markets are open to the entire community. No proof of eligibility is required. For information on volunteering at the Mobile Markets, reach to Student Affairs, [Carmen Poston-Travis](#) 240-567-5253 or [Benita Rashaw](#) 240-567-4389. *Please consider volunteering at the Mobile Markets!*

Campus	Mobile Market Location	Time	Dates
Germantown	Outside SA (In inclement weather - High Tech Building (HT), Second Floor Upper Lobby)	10:00 a.m.- 12:00 p.m.	February 13, 2019 March 20, 2019 April 10, 2019 May 8, 2019
<u>Rockville</u>	Outside of the North Garage (NG)	10:00 a.m. - 12:00 p.m.	February 20, 2019 March 27 , 2019 April 17, 2019 May 15, 2019
Takoma Park/Silver Spring	Outdoor space between the Student Center and North Pavilion (In inclement weather - ST atrium)	2:00 p.m. - 4:00 p.m.	February 6, 2019 March 6, 2019 April 3, 2019 May 1, 2019

Academic Calendar:

- December 17: Official beginning of spring semester
- January 14: Faculty return for professional days
- January 21: College closed in observance of Martin Luther King, Jr. holiday
- January 22: Spring semester classes begin
- January 26-27: Spring semester weekend classes begin
- March 11-17: Spring recess for students and faculty
- March 15: Spring break; College closed
- May 7-13: Final week of classes; exams
- May 14-17: Non-instructional duty days for faculty; Commencement
- May 17: Official end of spring semester/Academic Year

MONTGOMERY COLLEGE – ROCKVILLE Campus
Department of World Languages and Philosophy

CLASS SCHEDULE

WB-Workbook (or e-workbook: Quia),

HW-Post on Bb online under course content – please upload HW onto assignment onto Bb HW Assignments

Due Date: All homework, discussion board posts, assignments, quizzes, etc. are **due by 11:55pm Sunday**, unless specified by the instructor. All assignments that are late or given as a make-up for absences are reduced 10% off total grades by default.

Quizzes: You will have 10 quizzes during the semester. These tests will consist of the following sections: listening comprehension, grammar, vocabulary, reading, culture and writing. The dates of the tests are stated in the syllabus. **No make-up quizzes allowed.**

DATE	TOPICS	WB/ HW Due	Quizzes Due	Weekly Checklist
WEEK 1 1/29, 1/31	Course Overview: Objectives & Requirements • Lesson 1			<input type="checkbox"/> Online Introduction due <input type="checkbox"/> Do HW assignments L1 <input type="checkbox"/> Preview L2
WEEK 2 2/5, 2/7	• Lesson 2	L1 - HW due	Online Quiz 1 due	<input type="checkbox"/> Do HW assignments L2 <input type="checkbox"/> review L3
WEEK 3 2/12, 2/14	• Lesson 3	L2 - HW due	Online Quiz 2 due	<input type="checkbox"/> Do HW assignments L3 <input type="checkbox"/> Preview L4
WEEK 4 2/19, 2/21	• Lesson 4	L3 - HW due	Online Quiz 3 due	<input type="checkbox"/> Do HW assignments L4

MONTGOMERY COLLEGE – ROCKVILLE Campus
Department of World Languages and Philosophy

DATE	TOPICS	WB/ HW Due	Quizzes Due	Weekly Checklist
Week 5 2/26, 2/28	<ul style="list-style-type: none"> Lesson 5 	L4 - HW due (3/10)	Online Quiz 4 due	<input type="checkbox"/> Do HW assignments L4 <input type="checkbox"/> Prepare the midterm exam
Week 6 3/5-3/7 Midterm	Midterm oral and written exam		Online Quiz 5 due & Culture presentation title due	<input type="checkbox"/> Prepare for the midterm oral and written exam
WEEK 7:	Spring Recess for students and faculty (March 9-17)			<input type="checkbox"/> Enjoy the spring break
WEEK 8: 3/19, 3/21	<ul style="list-style-type: none"> Lesson 6 	L5 – HW due		<input type="checkbox"/> Do HW assignments L6 <input type="checkbox"/> Preview L7 <input type="checkbox"/> Prepare Culture project presentation
WEEK 9: 3/26, 3/28	<ul style="list-style-type: none"> Lesson 7 	L6- HW due	Online Quiz 6 due	<input type="checkbox"/> Do HW assignments L7 <input type="checkbox"/> Preview L8 <input type="checkbox"/> Culture project presentation
WEEK 10 4/2, 4/4	<ul style="list-style-type: none"> Lesson 8 	L7 – HW due	Online Quiz 7 due	<input type="checkbox"/> Do HW assignments L8 <input type="checkbox"/> Preview L9 <input type="checkbox"/> Culture project presentation
WEEK 11 4/9, 4/11	<ul style="list-style-type: none"> Lesson 9 	L8 – HW due	Online Quiz 8 due	<input type="checkbox"/> Do WB & HW assignments L9 <input type="checkbox"/> Preview L10 <input type="checkbox"/> Culture project presentation
WEEK 12 4/16, 4/18	<ul style="list-style-type: none"> Lesson 10 	L9- HW due	Online Quiz 9 due	<input type="checkbox"/> Do HW assignments L10 <input type="checkbox"/> Culture project presentation
WEEK 13 4/23, 4/25	<ul style="list-style-type: none"> Review Final Oral Exam 4/25 	L1-L10		<input type="checkbox"/> Prepare for final exam

MONTGOMERY COLLEGE – ROCKVILLE Campus
Department of World Languages and Philosophy

DATE	TOPICS	WB/ HW Due	Quizzes Due	Weekly Checklist
Week 14 4/30, 5/2	Review for final Written & Make up for Final Oral Exam			<input type="checkbox"/>
Week 15 5/7 – 5/13	Final Exam Week			
<p>Week 15 (5/7): Final Exam Week – Written Exam *****SEE INFORMATION ON PREVIOUS PAGE***** Final Written Exam: 5/7 at the Rockville Assessment Center Final Oral Exam: Please make sure you have your oral/conversation exam date/time with the instructor before 4/18/2019. Final Oral Exam Date: 4/25. Typically, each oral exam takes 10-15 minutes per person</p>				

MONTGOMERY COLLEGE – ROCKVILLE Campus
Department of World Languages and Philosophy



Your instructor, Welcome to Language Wonderland, invites you to enroll in the following course.

Course: CN202_33923

Code: KFHGN693

Book: Integrated Chinese Level 2 Part 1 Workbook, Simplified & Traditional

CREATING A QUIA ACCOUNT

If you do not have an account, you need to create one. To do so, follow these steps:

1. Go to <http://books.quia.com> and click **Students**, then click **Create a new account**.
2. Select a username and password and enter your information, then click **Submit**.

Note: Remember to write down your username and password and be sure to select the correct time zone. Also, please enter a valid e-mail address so we can send you your password if you forget it.

ENTERING THE BOOK KEY AND COURSE CODE

Enter the book key and course code to complete the enrollment process. You may already have a book key, or you may need to purchase a book key. Depending on your situation, use one of the procedures below. If you activated the book for a previous course, you can start at step 4 of *I already have a book key* below.

Once you have completed this step, the system lists the course and book on the Student Workstation home page. To enter additional books, enter a book key in the **Enter** field and click **Go**.

Note: Book keys can only be used once. Your book key will become invalid after you use it.

I already have a book key

1. Go to <http://books.quia.com> and log in.
2. At the top of the page, enter your book key and click **Go**.
3. Click **Confirm** to confirm your registration information. Your book will appear under the **My books** heading.
4. Beside the book listing, enter the course code KFHGN693 in the **Enter course code** field and click **Go**.
5. If necessary, select a class or section and click **Submit**.

I need to purchase a book key

1. Go to <http://books.quia.com> and log in.
2. At the top of the page, enter the course code KFHGN693 and click **Go**.
3. If necessary, select a class or section and click **Submit**. The course and books will appear under the **My classes** heading.
4. Locate the book and click **buy**.
5. Proceed through the purchase process.

Note: If the buy link does not appear in Step 4, contact your instructor for information about obtaining a book key.

USING QUIA

To access your Student Workstation in the future, go to <http://books.quia.com> and log in. Here, you can open your book, submit activities, view your results, and view your instructor's feedback. If you have any questions, contact Quia Support at <http://books.quia.com/support>.