This course is designed to individually help students through an online program (MyWritingLabPlus) to improve writing and grammar skills. You will also have the opportunity to submit your papers online to a tutoring service for detailed personalized comments.

Please read this syllabus fully BEFORE emailing with any questions. This syllabus covers how to get around MyWritingLabPlus, how to receive credit in the course, and some Frequently Asked Questions.

What you need:
- Access to a computer with the internet
- MyWritingLabPlus Access (** see below)

What you DON'T need:
- Any textbooks or codes

IF YOU NEED ANY HELP:

Email – mwlp@csub.edu
Stop by the MyWritingLabPlus Headquarters (located in Classroom Building 100)
Call 661-654-2823
Hours of Operation – see website http://www.csub.edu/mwl/

**NOTE: The Headquarters is NOT open during the Summer Quarter.**

What is this course?
Humanities 207/407 is an online writing lab using the MyWritingLabPlus program that generates individualized lesson plans for each student. This program focuses primarily on writing and grammar/mechanics. In the first few weeks of the quarter, you should log into the program and take a Path Builder (previously titled the Diagnostic Test) on the areas you will be learning about in the online workshop.

What do I do in this online class?
You are responsible for taking a diagnostic test and completing 20 MyWritingLabPlus topics. You choose the topics you work on. Since this is an online course, you work on these topics outside of class at your pace, on your own time, from any computer with internet access. See the next page about how to master these topics.

** How do I gain access?/Is there a fee for this program?
Most students will gain access automatically via a technology fee with their tuition; however, if you are a fee waiver student, you will not automatically have access to this program. In this case, you will need to go to the cashier's office and pay the $8 MyWritingLabPlus fee in person. Within 24 hours of paying the fee, you will receive access to the program. If you are not sure if you are a fee waiver student or not, please contact us.

Important information about enrolling in more than one section....
If you enroll in more than one section of Humanities 207/407, you will be required to complete 20 topics PER section. However, there are only a set number of topics. Please refer to the chart below.
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<tr>
<td>enrolled in 1 section</td>
<td>complete 20 topics (20 per course enrolled)</td>
</tr>
<tr>
<td>enrolled in 2 sections</td>
<td>complete 40 topics (20 per course enrolled)</td>
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<tr>
<td>enrolled in 3 sections</td>
<td>complete 60 topics (20 per course enrolled)</td>
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If you are enrolled in more than three sections, you will be dropped from the remaining sections, as there are not enough topics for mastery.

What are the steps I should take?


2. Type in your username and password.

   Your username is your CSUB StudentID (i.e., 000345678).
   Password the first time you log in is FULL birthdate MMDDYYYY (if your birthdate is September 12, 1994, your password would be 09121994). You can change this password after you log in the first time.

3. After you log in for the first time, you should change your password by going to the “Forgot Your Username or Password” link.

   You will automatically be enrolled into the correct course. If you don’t see the course listed, please email mwlpcsub.edu. If you recently added into the course, please know that it takes 24 hours to be added into the system.

4. To access MyWritingLabPlus, under “Course Listing,” find the course you are currently using with and click on it. This will take you to the online program.

   **DO NOT** click FREE RANGE. If you are in the FREE RANGE, we cannot see your work, and you cannot receive credit for the course.

5. Once you get in, on your own time, complete the Path Builder.

6. Then, based on your personalized lesson plan, decide which topics you’d like to explore and complete.
   - You MUST reach mastery (80%) in at least 20 topics (see chart below for more info).
   - If you don’t master a topic after exhausting the sets, you may move on to another topic, or have us unlock the area for you.
   - To complete your mastery of 20 topics, you may choose any combination of reading, writing, and/or research topics.

There are **TWO** ways you can master a topic:

- **In the Path Builder** – If you do well on the topic in the Path Builder you take when you first get into the program, it will count toward your 20 topic. For example, if you master Fragments in the Path Builder, you do not need to work on Fragments separately in the program. This also means that if you master 5 in your Path Builder, you only need to complete 15 more for credit in the course. Once you’ve taken it, a green checkmark will appear (see below).
By completing the topics individually – Here, you can handpick the topics you want to work on. All you need to do is view the Overview, watch the Animation, and complete the Recall 1, Recall 2, and Apply with an 80% or higher.

7. You may work on mastery of 20 topics until finals week. For more details, please visit our website and see the Welcome or Update emails.

8. We will send reminder emails throughout the quarter.

Optional:
- In MyWritingLabPlus, there is an area called Pearson Tutor Services where you can get detailed feedback on any papers you are writing. This is not required for 207/407; however, if you are interested, instructions for submitting and more information about the Pearson Tutor Services program see http://www.csusb.edu/mwl/

Frequently Asked Questions

1. How do I know if I've received mastery in a topic?
   You'll be able to log in and see which areas you've received mastery in clicking on each module and looking on Topic List on the left hand side. Anything with a star means you've mastered it, either in a test or on your own through the Recalls and Apply. Just count the yellow stars in each module (or check out the summary above it where it says Mastered), and you'll know how many topics you've mastered. You'll also receive an email from us throughout the quarter, reminding you of how many topics you still need to master.

   A pencil icon (Needs Study) means the topic is NOT mastered.

   A gold star (Mastered) means the topic has been mastered either in a test (the Path Builder, Skills Check, or by completing the topic individually).

   You can see your total scores in the program by clicking on Completed Work on the left hand side of the page.
2. Help! I've tried all the sets in a topic and “exhausted” them, or I'm confused!!
   If you've exhausted the topic, you can find an unlock form on our website http://www.csub.edu/mwl. If you're ever confused, please don't hesitate to contact us. Contact information is on the first page.

3. What class should I click on to get into the course and work in MyWritingLabPlus?
   When you get logged in, click the 207/407 Humanities 207 & 407. DO NOT CLICK the Free Range Course. If you work in this class, your work will not be seen by me, and you cannot receive credit for the course.

4. What if I can't log in OR What if I log in and see only the Free Range course?
   If you recently added into the course, please note that it takes 24 HOURS for you to be enrolled into the class in the program. If you are not a recent add, please contact me ASAP, so the issue can be solved.

5. What if I am enrolled in multiple sections of 207/407? Will I see a link for each class?
   No. No matter how many sections you are enrolled in, you will only see the one link for the class: 207/407 Humanities 207 & 407. Here, you will work on your number of topics, depending on how many sections you are enrolled in (Remember: you are required to complete 20 per section).