101A LAB CHECKLIST

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| *Week* | *Lab* | *Notes* |
| 1 | Log into Canvas. Message instructor via Canvas mail. | 101A enrollment is not complete until you log into Canvas. |
| 3 | Labs 1 and 2 online. |  |
| 5 | Labs 3 and 4. Print out lab 3. Do lab 4 online. | Hard copy of lab 3 to instructor. |
| 6 | Labs 5 and 6. Print out labs 5 and 6. | Hard copy of labs 5 and 6 to instructor. |
| 7 | Lab 7 online. |  |
| 10 | Lab 8: final research paper—annotated works cited in MLA format (5 or more sources). | Annotate each source. Hard copy to instructor. |
| 12 | Labs 9 and 10: final paper—introduction + bullet points (2+ pp). | Research notes and outline. Hard copy to instructor. |

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| Canvas student log-in:  1 Click Canvas link on Ohlone homepage <http://www2.ohlone.edu/instr/onlineeducation/login-to-instruction.html>.  2 Go to <http://myecampus.ohlone.edu> and enter your WebAdvisor account.  Questions? See <https://community.canvaslms.com/docs/DOC-4121>. |

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| Lab tips:  1 For online quizzes, follow a 2-step process: (1) Read the learning module carefully. Copy and paste it in your own lab notes. (2) Take the lab quiz online. Refer to your notes. (3) Make sure that your quiz is recorded as done before log out. Keep notes as a writing reference.  2 For online quizzes, don’t rush through it. You have one chance to take the quiz and there is no do-over. For hard copy to instructor, carefully follow directions.  3 Pay close attention to MLA rules for in-text citations and works cited.  Note: Before your midterm paper is due, you will have been assigned labs 1-7. At this point, you’ll be expected to write a short, research-based paper in MLA format. Before your final paper is due, you will have been assigned the rules for an annotated works cited.  *Cumulatively, your labs amount to 25% of your course grade.* |