



# - Syllabus for CIS31 Systems and Network

## Admin

### Course Information

**Semester & Year:** Fall 2021

**Course ID & Section #:** CIS31-V1925-2021F

**Instructor's name:** Amy Murphy

**Location:** Online (course delivery and participation are fully-online, includes regularly-scheduled quizzes, forums, lectures, labs, and exams; synchronous attendance is NOT required)

**Course units:** 4

### Instructor Contact Information

**Office location:** N/A (Online)

**Office hours:** Online Zoom Sessions Wed 10am - 11am, Thurs 8pm - 9pm, Sun 8pm - 9pm, and by appointment (excluding holidays/breaks); see Canvas Announcements for meeting link and information (\*\*hours are subject to change with notice\*\*)

**Phone number:** The Canvas Inbox mail tool is the most reliable contact method during covid-19. CR email is a second choice (amy-murphy@redwoods.edu). Finally, my CR phone number, 707-476-4393 (unreliable), is not a preferred choice this semester.

**Email address:** Preferred/Most Reliable Method: Canvas Inbox mail tool; 2nd Choice Method: [Amy-Murphy@Redwoods.edu](mailto:Amy-Murphy@Redwoods.edu)

### Catalog Description

An applied introductory course on the installation, maintenance, troubleshooting and support of server hardware and software technologies. Students will become familiar with environmental issues; understand and comply with disaster recovery and security procedures; become familiar with industry terminology and concepts; understand server roles and interaction within the overall computing environment.

### Course Student Learning Outcomes *(from course outline of record)*

Upon successful completion, you will be able to:

1. Configure a server operating system.
2. Manage users and security groups on a server.
3. Troubleshoot a server.

### Prerequisites/co-requisites/ recommended preparation

**Advisory to Recommended Preparation:** CIS1 and/or basic familiarity with computers and network terminology

## Required Materials

**REQUIRED TEXTBOOK** (any condition/any format; **MUST** be **2nd** edition):

Title: **Hands-On Microsoft Windows Server 2016, 2nd Ed.**

Author: **Palmer, Michael**

ISBN-13: **978-1-305-07862-8**

ISBN-10: **1-305-07862-4**

Edition/Copyright: **2nd Edition 2017**

Publisher: **Course Technology, Inc**

## Technology Requirements

This is a **hands-on technical course**. You **MUST** have the following items:

- You **MUST** have **reliable high-speed internet service**, such as provided by cable, DSL, or satellite service providers, and **ample data on your plan** as there are weekly online labs and videos that require this speed/higher data usage. You need to have reliable access to the internet, at least 4-5 times per week, for the duration of the course.
  - Anticipate problems with your computer and internet access (including power and internet outages) by not waiting until the last minute to complete/submit tasks. It is your responsibility to meet the class deadlines.
- Students **MUST** have regular access to a **desktop or laptop computer** (Windows, MAC, or Chromebook) running a recent version of its operating system, and MS Office Professional 2016 (free **Microsoft Office 365** subscription available to CR students - see details further below).
- **Portable Devices vs. Computers: You cannot participate in this class solely from a portable device (tablet/smartphone).** Although you can use late-model portable devices (such as tablets, Android or iOS phones) for some things, such as checking announcements, reading an e-book, or watching course videos, the majority of your work (especially labs and exams) **MUST** be accessed from a reasonably late-model notebook/laptop or desktop computer.
- If you do decide to use your portable device for some of your class work, use the free Canvas app “Canvas by Instructure” available in iTunes (for iOS) and the Google Play Store (for Android).
  - Do not try to connect to Canvas using a web browser on a portable device. Your experience with Canvas will be a lot better using the app.
- I recommend using either **Microsoft Edge browser** or **downloading and using Mozilla Firefox browser** on your **desktop/laptop computer to access online labs**. (The **Chrome** browser also works but may not allow the remote access desktop to run in full screen mode)
- **If you choose to enroll in this course, it is your responsibility to meet the technological demands of the course for its entire duration.**
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## Required Computer Skills

- Proficiency in using Canvas (course Learning Management System), including **all** Canvas tools (Discussions, Quizzes, Exams, Grades, etc.); downloading/uploading documents for submission, and viewing grading feedback on labs
- Proficiency in obtaining/installing Google Chrome and free Microsoft Office 365 on your personal computer
- Typing (minimum 25+wpm), proficiency in word processing skills (including file management, creating, saving, uploading/downloading, formatting, inserting images into word documents), and intermediate proficiency navigating an OS

- Labs require intermediate-level **multitasking abilities** and the use of a remote lab interface; you may have as many as 5 or more windows open at any given time (browser, multiple virtual machine windows, lab sheet, e-book, etc.), and you will need to navigate efficiently between them

## Obtaining Free Microsoft Office 365

A FREE Microsoft Office 365 subscription (includes Microsoft Word required for use in this class) is available to all CR students. To download and access your free CR student edition:

- Navigate to [Office 365 Education](#)
- Enter your **assigned CR email address** as follows (**Note:** other personal email accounts will **NOT** work/allow for free program downloads after sign-up):

### **Required email address format:**

*First initial + last name + last 3 digits of your student id + @mycr.redwoods.edu*

**Example:** John Smith with Student ID 045123 would be: **jsmith123@mycr.redwoods.edu**

- Follow the website directions to set up your new account and download the Microsoft Office 365 Suite.
- You may download the Office programs on up to 5 personal devices for simultaneous use.

**WARNING: DO NOT LOSE your Free Office 365 ACCOUNT PASSWORD.** CR IT CANNOT retrieve it for you, and you will need it at times in the future to verify your account/keep your subscription active.

## Admissions deadlines & enrollment policies

Fall 2021 Dates

- *Classes begin: 8/21/21*
- *Last day to add a class: 8/27/21*
- *Last day to drop without a W and receive a refund: 9/03/21*
- *Labor Day Holiday (all campuses closed): 09/06/21*
- *Census date: 9/07/21 or 20% into class duration*
- *Last day to petition to graduate or apply for certificate: 10/28/21*
- *Last day for student-initiated W (no refund): 10/29/21*
- *Last day for faculty-initiated W (no refund): 10/29/21*
- *Veteran's Day (all campuses closed): 11/11/21*
- *Fall Break (no classes): 11/22/21 – 11/26/21*
- *Thanksgiving Holiday (all campuses closed): 11/24/21 – 11/26/21*
- *Final examinations: 12/11/21 – 12/17/21*
- *Last day to petition to file P/NP option: 12/17/21*
- *Semester ends: 12/17/21*
- *Grades available for transcript release: approximately 01/07/22*

## Participation:

This class is an online course. It is VERY easy to fall behind in an online course. It actually takes MORE effort to stay on schedule in an online course than it does in a traditional face-to-face course. I highly recommend that you log on to Canvas at least 4-5 days a week to check announcements, view lectures, post labs and discussions, and take quizzes and exams. There are strict deadlines posted for labs, quizzes, discussions, and exams that you must be aware of in order to avoid penalties.

**Waiting to complete tasks until the day they are due, or worse - at the last minute, will greatly increase your stress level and lower both your enjoyment and performance across all online courses. I HIGHLY recommend** devising a personal schedule/plan for completing tasks daily that balances and staggers your course workload(s) across the week.

#### **Connection Issues:**

Problems with your internet connection or your computer will NOT result in an extension of the due date for any deliverable (quiz/discussion/lab/exam, etc.).

### **No-Show/Disqualification/Excessive Absence Policy:**

You will automatically be **officially disqualified (dropped from the course roster in WebAdvisor)**:

- if you do not post an **initial response** in the **week 1 discussions forum** by **Thursday August 26 @11:59pm (\*special week 1 due date)**. Not participating in the week 1 forum constitutes a first-week "no-show", meaning you will be dropped to allow waitlisted students to add.
- **If you have not purchased your required textbook by Wednesday, August 25th**
- if do not complete Ch. 1 Quiz and Ch. 1 Lab by their respective due dates.

In addition, you **may be dropped from the course** at any point on or before the last day for student/faculty initiated drops if you:

- - Are not participating online at least **four (4)** days a week
  - **Miss more than 4 labs total or 3 consecutive labs**
  - Are not completing the weekly tasks
  - Are not passing the course due to a lack of participation resulting in missed labs, quizzes, discussion posts, or exams

**Each of the items above constitutes excessive absence and is grounds for course disqualification.**

If you find yourself struggling, **please contact me BEFORE attendance/course participation becomes a major issue**, so we can devise a strategy to help you stay on track and be successful in this course.

### **Evaluation and Grading Policy**

Exams (3) = 25%

Labs = 30%

Chapter Reading Quizzes = 30%

Discussions Forum Posts = 15%

#### **Grade Scale:**

90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; Less than 60% = F

#### **Chapter Reading Quizzes:**

Chapter Reading Quizzes will be assigned each week and must be **taken/submitted BY Friday@11:59pm**. They are worth a significant portion of your grade (**30%**). Chapter Reading Quizzes CANNOT be made up/NQAs cannot be applied.

#### **Discussions Forum Posts**

Weekly **Discussions** forum posts, worth **15%** of your overall grade, are due as follows:

Posting an initial **response/answer** to the week's **Discussions** forum topic (**by Friday @11:59pm**) AND **responding to a classmate's post (by Sunday @11:59pm)** are worth a maximum **combined total of 10 participation points** per week. See details below:

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- A **maximum of 7 points** can be earned by posting a **QUALITY** response/answer to the week's forum topic by the end of the day on **Friday (11:59 pm)**.
  - A **maximum of 3 points** can be earned by posting a **LATE** quality response/answer to the week's forum topic by the end of the day on **Sunday (11:59 pm)**.
- A **maximum of 3 additional points** can be earned by posting one **QUALITY** response to a classmate's post by the end of the day on **Sunday (11:59 pm)**.
- **Recommendation:** Post *BOTH* your initial response and reply to classmate's post as early in the week as possible - you do **NOT** have to wait until Friday begin completing your initial response or Sunday to complete your reply to a classmate's post.

***You CANNOT make up discussion forum participation points after the week closes/NQAs may not be used. In addition, Quality, Quantity, and Timeliness are ESSENTIAL for meaningful forum dialogue; this is a joint effort - please do your part.***

Additional details on what constitutes a "Quality" post/reply, "Helpful Suggestions & Tips to ensure Quality Posts and Replies", and posting etiquette can be found in pinned Discussions [Forum Requirements and Guidelines](#), and **must be reviewed before making your first post.**

#### **Remote Access Violations Disclaimer**

Accessing our CR classroom stations remotely is **SOLELY** for the purpose of completing **CIS31 labs** as instructed. **Any improper misuse, including but not limited to the following:** security-related violations (intentional or otherwise), gaming, general web-browsing, file/program downloads, program access other than as directed, or using the remote access for completing work in other courses, **shall result in IMMEDIATE removal from this course**, and your **actions will be reported to the Dean**. ALL actions performed on the classroom stations while logged in remotely are monitored and traceable to the individual student, so please **do NOT test this policy**. We are very fortunate to have been granted this special access. I absolutely do not expect to encounter any instances of violation or misuse as our CIS students have always conducted themselves responsibly, respectfully, and conscientiously while accessing CR equipment.

#### **Labs**

Hands-on labs will be assigned each week that require using **assigned, remotely-accessed classroom VMs** and following directions and steps **VERY CAREFULLY**. Navigating the remote system, the lab sheet, and your e-book will require time, patience, focus, and practice. **Haste, impatience, carelessness, improper handling, and mistakes can potentially permanently corrupt your VM set**. And, at times, unexpected issues may arise that require assistance. **Please DO not wait until the last day/last minute to complete labs**. Labs must be **submitted BY Sunday @11:59pm**. They are worth a significant portion of your grade (**30%**). **\*Note: On occasion and subject to my discretion, certain unforeseen technical issues w/VMs may extend lab due dates**

Labs are graded on neatness and completeness. **All required elements** of a lab must be present, in proper order, and submitted by the due date for full credit.

**Required screenshots must be taken at the exact location detailed in the lab's instructions AND they must show the required configurations or they will receive reduced and/or zero points.**

**Labs with improper formatting, unlabeled answers/screenshots or items out-of-order will not be graded;** you will be directed to fix the lab and resubmit. Late resubmissions will require an NQA.

Lab work must be completed on your assigned CIS remote access VMs. Lab work from other sources (home computer/personal VM setup, etc.) will not be accepted.

If you have missed points on a lab, please remember to diligently **CHECK LAB SHEET MARKUP** feedback (marked up on the LAB ITSELF, not just grading "comments" section), so that you are not losing points by making the same mistakes week after week. Go to the lab's submission page - click on **submission details - view feedback** link to review mark-up corrections on your lab sheet.

**IMPORTANT WARNING:** some of the labs **build on each other**, meaning they require critical/complex configurations that need to be in place before the weekly labs that follow afterward can be completed. (*Examples: the week we install 2016Server1 OS and the week we install Active Directory*). **If you miss these critical weeks' labs, you will still need to complete these critical tasks in order to move forward in this class** with future labs and hands-on practical exams, **regardless of whether you have NQAs remaining or the lab has locked for submission**. I highly recommend simply staying on track.

### **Late Labs / NQA Policy**

We all have "emergencies" that arise from time to time. In recognition of this reality, I have a "no questions asked" (**NQA**) policy. Here's how it works: at the beginning of the semester, you will receive four (4) NQA credits (virtually of course). Each credit is worth **one late lab** - if something comes up, and you need to turn in a lab late, you can use an NQA credit to turn it in **up to four weeks late** (assuming there are 4 weeks remaining before the late labs deadline of 12/12@11:59pm). A late lab with an NQA credit indicated and available for use will be graded as if it were handed in on time, no questions asked! **NQA credits can NOT be used for quizzes, discussion forum posts, or exams. NQAs cannot be used after Sunday, Dec. 12th @11:59pm.**

**When you are out of NQAs, all lab work must be completed and submitted on time to receive credit. Late work received after NQAs are gone but before a lab locks will still be corrected, but you will not receive any credit (even partial), regardless of the reason for missing the lab due date.**

**WARNING: if you have taken courses with me, this is a Policy Change from prior semesters:**

- Each late lab with an available NQA can be submitted **up to a maximum of 4 weeks late** (assuming there are 4 weeks remaining before the late work deadline on 12/12@11:59pm).
- If you have **not** submitted a late lab **by the time the lab locks**, you'll receive a **zero** for the lab and **it cannot be made up**, regardless of remaining NQAs. **Locked labs will NOT be reopened.**
- Please plan accordingly and submit any late work with a remaining NQA **in advance** of the lab's "accept until" date/time.

### **Exams:**

The exams are administered online and worth a combined total of **25%** of your course grade. You will typically have about a week window in which to take the exam. Be aware that the exams have **set time limits** (such as 2 hours - see individual exam instructions for specific time restrictions) once they have been started. I will NOT restart exams, so please **do not push start** until you have the **allotted** time to dedicate to finishing the exam in one sitting. **Failure to complete an exam by the due date will result in a zero on that exam; there are no makeup exams in this scenario.** Be sure to give yourself plenty of time for technology and logistical problems when taking the exam. **Warning:** last minute starts that do not allow for the full test time will not extend the due date. Please do not test this policy; you will be very disappointed with the results.

***\*DSPS/approved time accommodations** will automatically be accounted for; however, you must plan to start your exam early enough to account for the extra time as due dates will not be extended.*

Exams may have a separate **hands-on practical** section that accounts for a portion of the exam's overall time and score. Practice practical sheets (VERY similar to the practical portion of the exam) will help you prepare to efficiently complete the hands-on tasks on your remote-access VMs during the exam. Please use them to review/practice beforehand.

***\*DSPS/approved time accommodations** will automatically be accounted for; however, you must plan to start your exam early enough to account for the extra time as due dates will not be extended.*

**Exams are open textbook/e-book, but not open internet-search. Please maintain integrity during exams.**

### **Missed Exams**

Timed online exams will be open for a window of time (generally 5-7 days). **Failure to notify me that you will miss an exam the week BEFORE the exam week is scheduled will result in a zero on that missed exam.** This is a policy cast in stone, please do not test it. If you cannot take an exam during the specified week, simply contact me the week **prior** to exam week, and I will make arrangements for an alternative exam time. Please note: **A make-up exam taken after the scheduled exam due date will be marked down 10% of the total possible points (one letter grade).**

### **Incomplete Grades:**

I do not give incompletes! However, if your place of residence is carried away by a tsunami while completing your final assignment, I may reconsider. This means an incomplete may be granted in EXTREME circumstances. You must be receiving at least a C grade at the time of the tsunami.

## **Student Feedback Policy & Communication Guidelines**

### **Announcements:**

I will use Canvas Announcements as the MAIN TOOL to quickly, efficiently distribute CRITICAL information to students, including covid-related updates, should anything arise that significantly impacts our class during this unpredictable time. Students will ALSO receive REGULAR important announcements and reminders throughout the semester. Students are **EXPECTED** to **check announcements frequently**. **Please confirm you have this setting enabled in Canvas.**

### **Student Feedback:**

Students will receive prompt feedback and/or scores on labs, quizzes, forums, and exams as follows:

- Students can expect feedback and/or scores to be posted to the Canvas course Grades tool within 7 days after their submission or the item's due date, whichever is later.
- If feedback/scores are not posted within 7 days, the instructor will notify the students as to when they can expect it to be posted.
- If you have not received either a grade or notification within 7 days, please **promptly alert the instructor** in case there is a submission issue.

### **Communication Guidelines:**

- In general, I will use **Canvas messaging system** to communicate with you about this course, and it is generally my preferred communication method.
- Your assigned a **CR student email account** (*first initial+last name+last 3 digits of CR student ID+@mycr.rewoods.edu* - example: *jdoe345@mycr.redwoods.edu*) is the **ONLY email** account



that I will use to communicate with you outside of the Canvas mail tool (*CR Instructor email: [amy-murphy@redwoods.edu](mailto:amy-murphy@redwoods.edu)*).

- Please **make it a habit** to check both your **Canvas Inbox** and **your student email** regularly for information about our class and all CR communications. More information about your student email account can be found [here](#).
- Students may send the instructor Canvas messages and/or emails concerning this course 24-hours a day and **expect a response within 48 hours** (excluding holidays/breaks); however, messages typically receive a response within 24 hours. Please do not hesitate to email me with concerns and/or informational updates
- If you have **NOT** received a response **within 48 hours**, an issue has most likely occurred - **please promptly resend**.
- We live in the age of text messaging, where communications can be overly terse/blunt, and it is the acceptable norm. However, at the college level, it is good soft-skill practice to use a **polite, professional tone in all written email communications**, including when you are encountering technical issues, asking for assistance, and/or inquiring about grading. **Note that comments left in submissions comments boxes (\*post-grading only\*) will likely \*NOT\* be seen/responded to because Canvas does not send a notification when students enter comments here. Please use Canvas Messaging to inquire about grading.** Please consider using a **brief greeting, closing, and respond to emails from your Instructor, Instructional Aide, and/or course peers in a timely manner**, whenever applicable. (*Please do **not** return a response to emails that do not require one, such as due date reminders.*)
- Voicemails left on my office phone may take a week or more to receive a response.
- **Emailing/Canvas messaging is far more expedient; therefore, it is the preferred method of communication in this course.**
- **Zoom will be used to answer lab-related questions/troubleshoot labs and will be used extensively in this course.**

## Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

## Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date



For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

Canvas Help for students: <https://webapps.redwoods.edu/tutorial/>

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](https://instructure.com)

## Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.

Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821.

**If you are still in need of a computer:** check out our **CR laptop/Chromebook [lending library](#)** page ASAP! You can also access computers on campus at the Eureka Campus LRC (Library).

**If you are in search of a Free WiFi hot spot:** free WiFi is available at the Del Norte campus, Trinity/Hoopa campus, and Eureka campus.

**If you are in need of food/housing/medical assistance anytime during this semester:** check out our new **CR [Grove](#) student services webpage**. Note, our **campus food pantries** will be **up and running** again, and for students who have completed a **FAFSA** and qualify, if you are facing a **housing-insecurity/homelessness crisis**, you may be able to receive funds (**deposit/rent**) through a CR Covid-19 special assistance program.

**Numerous additional covid-19 related student support resources and information can be found at the Fall 2021 [COVID-19 Update](#) page located on our [CR Homepage](#).**

Covid-19 Update page includes additional information and links to:

- CR Gym's covid-19 vaccination clinic dates for students and staff
- Covid-19 updated rules summary
- food resources information
- financial resources information
- mental health resources information
- emergency resources for Humboldt County homeless information
- technology resources

## **Community College Student Health and Wellness**

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email [counseling@redwoods.edu](mailto:counseling@redwoods.edu).

## **Academic dishonesty**

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

## **Disruptive behavior**

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

## **Inclusive Language in the Classroom**

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

## Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

## Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

## Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

## Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).

6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

## **Klamath Trinity Campus Emergency Procedures**

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
  - a. Dial 911, to notify local agency support such as law enforcement or fire services.
  - b. If safe to do so, notify key administrators, departments, and personnel.
  - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
  - d. Contact 530-625-4821 to notify of situation.
  - e. Contact Hoopa Tribal Education Administration office 530-625-4413
  - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
  - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
  - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
  - c. Close all window curtains.
  - d. Get all inside to safe location Kitchen area is best internal location.
  - e. If a police officer or higher official arrives, they will assume command.
  - f. Wait until notice of all is clear before unlocking doors.
  - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
  - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)