

Student Profile

The purpose of this week is to build community and learn about the other students in this class. You will participate in a survey, send your instructor a *private* introductory message, and create your student profile “advertisement” that will be put in a student directory that I will publish next week and post at the class website.

Part 1: Using the CATE message center and gradebook



The CATE message center is where the instructor and students can post questions and share information with *everyone* in the Santa Rosa and Petaluma classes. *Public* messages are initially configured to go out both as e-mail and into the CATE message center archive. *Private* messages and replies are available at CATE only. All public and private, current and old messages can be accessed at CATE using the Messages button at the top of the CATE section page.

I would strongly suggest setting up a filter/rule in your e-mail program to collect all of the public class emails into a separate folder/mailbox. If desired, you can opt out of receiving e-mail through your email program — you would then be responsible for checking the Messages archive in CATE once a week for class postings, especially on Monday when I post my instructor message.

Visit the CATE website for your class. You may have already bookmarked this site. Or, go to the Class website and choose the CATE link at the top navigation bar to locate your CATE webpage. To opt out, scroll down the section Home page until you see a link to the Student Configuration Manager.

This week, send a *private* email to me introducing yourself using the CATE message center. Click on the [Send a message to start a new thread](#) link. Select the option to send a private message with the subject Introduction. In the Message area, please share something about yourself:

Who are you? What do you do? Why are you taking this class? Anything personal you'd like to share? What makes you interesting? Hobbies? Pets? Favorite fonts?

I will respond to your message, and the reply can *only be viewed at the CATE message center*.

Check out the CATE gradebook. Your Lab 1 homework score should be entered. If you missed credit for any part of the assignment,

I'll let you know why. Visit the gradebook each week to make sure your work has been recorded.



Send message to InDesign 1 Classroom [HELP](#)

Make this a private message to the instructor (if it's personal)

Subject:
InDesign 1 0470/4289:

Message:
I'm a 55 year old California native who loves Boston Terr roses, chocolate, and coffee. I graduated from Petaluma S

Part 2: What's your learning style?

Find out what your learning style is by taking a survey found at the class website. Are you *visual* and need to see to learn best? *Auditory* and learn by hearing the information? *Tactile* and are a hands-on learner? Take the learning skills test posted in Week 2 at the class website. Print out your three scores.

Part 3: Student profile (20 points for Lab 1)

1. Complete Exercise 2 Student Profile on page 60 of *Stepping Out With InDesign*. This semester I have two "live" sections. Could you help me out? If you are in the Santa Rosa class name your file Lab1-0470 and for Petaluma choose Lab1-4289 so that I can sort out submissions from the two classes.

2. Normally you print out your lab and submit it to me in a folder. This week I've changed things up a bit and you will submit your work *electronically* so that I can collect everyone's profile and create a student directory. At the class website, there are instructions for submitting homework in the Course Q&A handout or you can simply click on the [submit Lab 2](#) link in Week 2. It's pretty simple -- at the CATE In Box Page, browse to find your PDF version of the profile on your hard drive, then click on the Upload File button. Your name gets automatically added to the Lab1 filename in CATE.



The screenshot shows a web interface titled "Lab In Box" with a sub-header "In Box Page". It contains a form with three input fields: "Username:", "Password:", and "File:". Below the "File:" field is a "Browse..." button. At the bottom left of the form is an "Upload File" button.

IMPORTANT! Do not submit your InDesign document because I will not have your graphic or fonts used to create your profile. I need Lab2.pdf, not *Lab2.indd!*

If you have questions, see me in lab before class with Lab2.pdf on a flash drive and I'd be happy to help you upload your work to CATE.

Part 4: Take a student poll (5 points for Lab 1)

In an effort to learn more about the students in this class, take the Student Survey at the Tests Quizzes & Surveys page of the CATE website. I will have a summary of this class poll next week. The results should be quite interesting. InDesign classes always seem to have a wonderful mix of students and it will be interesting to see what types of predominant learning styles are in the class.

Part 5: Take the first online quiz

Using the CATE Tests Quizzes & Surveys, take Quiz 1. This is a timed exam of 10 questions. You have 20 minutes to complete the quiz. That's more than enough time if you have reviewed the lecture notes in advance. Once you start the quiz, you have to finish it. Make sure to click on the Submit button when you are done answering the questions. The quiz results will be posted to the Gradebook on Friday after the deadline, so that you can review your responses and the correct answers.

Checklist for week 2:

- Post to CATE message center (private message to instructor) and check gradebook for Lab 1
- Take quiz on learning style at the class website
- Submit student profile (PDF) at the CATE website
- Take the student poll at the CATE website
- Take Quiz 1 after studying and watching webcasts