

Hello,

Welcome to CHD 202, Section 99. My name is Marie Gaab and I will be teaching Child Development: CDA Portfolio and Assessment Preparation. I can be reached via e-mail at [mgaab@henryford.ucompass.com](mailto:mgaab@henryford.ucompass.com). The textbooks for this course are Essentials for CDA's Working With Young Children (Bookstore), NAEYC Developmentally Appropriate Practice (Bookstore), and the CDA Application Packet \$23.00 (you must order this yourself if you did not order it for CHD 201).

Just in case you have stumbled into this course quite by accident, please let me remind you that this is an online course. As an online student, you will need to have access to a computer that is connected to the internet. Course e-mail will be provided to you inside the UCompass Educator Course Management System. The e-mail account designated for you inside UCompass Educator is to be used for course correspondence.

You will be required to use the UCompass Educator Course Management System as an online system to access instructional materials for this course. Your UCompass Educator **username** for this course **is the same as your WebAdvisor username**. Your UCompass Educator **password** for this course **is your birth month and day** (example: April 12 = 0412).

The URL to access CHD 202, section 99 is <http://henryford.ucompass.com>. On the login page of this site, located to the left of the screen, are menu option links such as Is Online Learning for You, Computer Requirements, Username and Password, Tech Support Contacts, and a Ucompass Orientation. Please review these links before logging into the course for the first time. While you will have access to information contained on the Ucompass Educator login page, you will not have access to your online course until the first day of when the class is scheduled to begin.

Upon entering the course for the first time, you will notice that to the left of the screen you should see a series of button options and to the right of the screen you should see the course announcement. Please be sure to read the course announcement each time you enter into the course. I will be placing important announcements related to course business routinely to be viewed once you have entered the course. Please get in the habit of checking the announcements daily.

To access the course materials, please click on the "Course Materials" button. I have divided all of your course materials into weekly course "packets." Each course packet contains an "Instructions" page that lists the objectives of the

course for that week, the due date for that week's assignments, and all the assignments for that week. There are links to each of the assignments inside each packet except the discussion board. You must leave the packet and click on the "Discussion Board" button in the main menu to access each week's discussion board. Beginning on Thursday of each week, I will provide you with access to the week's packet. All online assignments and course work are due the following Week at 11:59 p.m. unless otherwise specified. To access the course packet for the week, click on the packet name for the week and follow directions from there.

There is also a "Getting Started" packet that will be opened all semester. This packet affords you access to the syllabus and course schedule and due dates at all times. There are also documents that can answer frequently asked questions about the course and the CDA application process.

If you have not yet taken CHD 201 you will need to order the CDA packet directly from the Council for Professional Recognition. You should do this immediately since this packet contains a standards book that is essential to your success in this course. You can only order this packet from the Council for the Professional Recognition, 2460 16<sup>th</sup> Street, Washington, DC, 20009-3575, (800) 424-4310, Fax (202) 462-6184, [www.cdacouncil.org](http://www.cdacouncil.org). You can order it by phone, fax, or online. The CDA packet cost \$18 plus \$5 shipping and handling. Before ordering the packet you will need to decide which credential you are planning to pursue (Preschool, Infant/Toddler, or Family Childcare). If you have any questions about ordering your CDA packet, please contact me immediately.

I think you have all of the information you need to get started. If you have any questions, please feel free to contact me. My contact information is listed below.

Sincerely,

Marie Gaab

[mgaab@henryford.ucompass.com](mailto:mgaab@henryford.ucompass.com)

Social Sciences Office Phone Number (313) 845-9625