

JH Reading Project Instructions

WHAT IS THE READING PROJECT? HOW DOES IT WORK?

1. Each semester, a portion of Johnetta Haley scholarship recipients are chosen to participate in the JH Reading Project to fulfill the community service requirement to continue receiving the scholarship.
2. This is not a class, but there are a series of “assignments” consisting of reading a portion of the book and responding to a common question on a public blog website.
3. You will receive a schedule of assignments. Please note these dates in your planner/calendar/phone. **Links to each assignment blog page will be emailed to you the Wednesday before it is due. Assignments are due by midnight on Fridays.**

GETTING STARTED:

- ☐ Add the Johnetta Haley Scholarship Academy to your phone and email contact lists to make it easy to contact us when you need help:
 - ☐ Phone: (618) 650-3790 | Text: (855) 693-1544
 - ☐ Email: JHScholar@siue.edu
 - ☐ Location: SOAR Office, Student Success Center Rm. 1259 (The SSC is adjoined to Morris University Center, AKA “The MUC.”) Enter through the Academic Advancement Center (Suite 1220)
This is where you will pick up and return your book. Please do not return this book to Textbook Service with your textbooks.
 - ☐ Office Hours: Monday - Friday, 8 a.m. - 4:30 p.m.
We will respond to emails, text messages, and voicemail received after 4:30 or on weekends when we return to the office on the next business day. **It is wise to publish your posts before noon on Friday in case you need to reach out for help.**
- ☐ Adjust your junk mail filter so you receive all relevant email. If you need help adjusting these settings, please watch the “Trouble Receiving Johnetta Haley Emails?” video @ <https://www.siue.edu/vcedi/soar/johnetta-haley-scholarship/requirements.shtml>. Add the following domains to your safe sender list (adding domains is different from the video instructions, but is more reliable):
 - ☐ siue.edu (the university’s domain)
 - ☐ ccsend.com (the domain for Constant Contact, a service many university offices, including ours, uses to send important emails)**It is your responsibility to make sure you are receiving all email from us and to check your email (including junk mail) regularly.**
- ☐ Pick up your free copy of the book in the SOAR office before the deadline (to be announced) so you can begin reading. There is no charge to use the book, and we will ask you to return it at the end of the semester. **If you cannot pick up your book by the deadline, it is your responsibility to contact the SOAR office before the deadline so we can make alternate arrangements.**
- ☐ When you pick up your book, if you haven’t previously, you will be asked to sign a waiver allowing us to send you text messages. We text assignment and other important scholarship information. **You may opt out at any time, but we strongly encourage you to take advantage of this service.** If you change your cell phone number, please notify our office promptly so we can update our records.

HOW TO PUBLISH YOUR COMMENTS:

- ☐ Use a computer. Posting via your phone often results in missing posts.
- ☐ Click on the link in the email or text we send you directly. **Do not go back to previous links or bookmarked pages, or use links sent to you from friends.** These things could cause you to post to the wrong blog page and not receive credit for your post.
- ☐ After reading the blog prompt, type your response in a Microsoft Word document.
- ☐ Include your first name and last initial at the end of the post.
- ☐ Do a spelling and grammar check.
- ☐ **Save the Word document so you don’t have to rewrite your post if you experience issues publishing your comments.**
- ☐ Go back to the blog page and scroll all the way down to the bottom of the page, past any/all other student comments.
- ☐ On the line directly following the last comment you will find red text that says “Post a Comment.” Click on this link.
- ☐ Copy (Ctrl+C) and paste (Ctrl+V) the text from your Word document into the text box under “Leave Your Comment.”
- ☐ **Under “Choose an identity,” click on the circle next to “Name/URL.” Type your first name and last initial in the “Name” box. Leave the “URL” box empty.**
- ☐ Click the check box next to “I am not a robot” and click the orange “Publish” button.

**PLEASE DO NOT PUBLISH
YOUR COMMENTS A
SECOND TIME UNLESS YOU
ARE ASKED TO DO SO!**

The blogs are moderated,
meaning all posts have to be
approved by a person before they
will appear. This process can
take up to 24 hours and possibly
longer on weekends.

Post not showing up? Please see JH Reading Project Troubleshooting ⇒

JH Reading Project Troubleshooting

I followed the directions on the JH Reading Project Instructions page, but I don't see my post on the blog.



PLEASE DO NOT PUBLISH YOUR COMMENTS A SECOND TIME UNLESS YOU ARE ASKED TO DO SO. The blogs are moderated, meaning all posts have to be approved by a person before they will appear. This process can take up to 24 hours and possibly longer on weekends. You will receive an email if we do not see your post after the deadline.

I received an email stating I have an overdue post, but I already published my comments.



Use the link in the "overdue" email to check that your comments were successfully posted to the correct blog.



I see my post on the correct blog.



Is your name included with your comments?

Yes



We must have overlooked your post. Sorry about that!



No



We couldn't identify the author of your post.



Please reply to the "overdue" email with the date and time of your post. Include your comments or a screenshot.



I don't see my post on the correct blog.



You published on the wrong blog page or your post didn't publish due to a technical issue.



Please post your comments again.

AND

Reply to the "overdue" email with your comments in case your second attempt is also unsuccessful.

Still need help? Call, text, or email the SOAR office. We are here to help you!