



Intro to Online Coursework

A Guide to TVCC

Technology

Blackboard, Email, & CampusWeb

Introduction

So, you've decided to take an online class. Good job! This is a perfect way to further your education while you get on with your life, or perhaps fit in a course that you just can't attend in person.

But don't be fooled!

- It is NOT easier.
- It is NOT less time consuming.
- You do NOT have more time to finish the course, and
- You can NOT get away with procrastination.

Be a Self Advocate!

- What you have is YOU.
- YOU are your best resource.
- YOU are your best motivator.
- YOU know best when you think the best.
- YOU know when you study the best.
- Use this knowledge for SUCCESS!

Points to Ponder

- Do I have and know how to use a computer?
- When does class start?
- How do I get to my class information?
- How do I get my books?
- What can I expect?
- What is expected from me?
- What are the technology requirements?
- How do I turn in assignments?
- What if I need help?
- How do I take my exams?



How do I get started?

TVCC uses Blackboard, a content management system that allows instructors to post course content to a database.

Students access that content via a web interface.

Your course materials are available anywhere in the world there is Internet access!



Technical Note

Online courses require a computer that meets minimum standards and Internet access.

- Minimum standards include:
- Windows 2000 or above with updates applied,
- Internet Explorer 6 or above or Mozilla Firefox, and
- Various plugins and players: Acrobat Reader, Windows Media Player, MS PowerPoint viewer, Shockwave, Flash Player, Quicktime, Java.

Downloads can be found here:

- www.tvcc.cc - Current Students, *Computer Information Players and Plugins*
- or type http://www.tvcc.cc/Distance_Ed/plugins_players.cfm in your browser.



How do I Log In?

- All registered students automatically get Blackboard, email, and CampusWeb, and network login accounts.

Username: first initial + middle initial + last name

For example: Joe Oliver Student = jostudent

• If you didn't register with a middle initial, use your first initial + last name

Password: last 4 #s of SSN + _ + your 4 digit year you were born

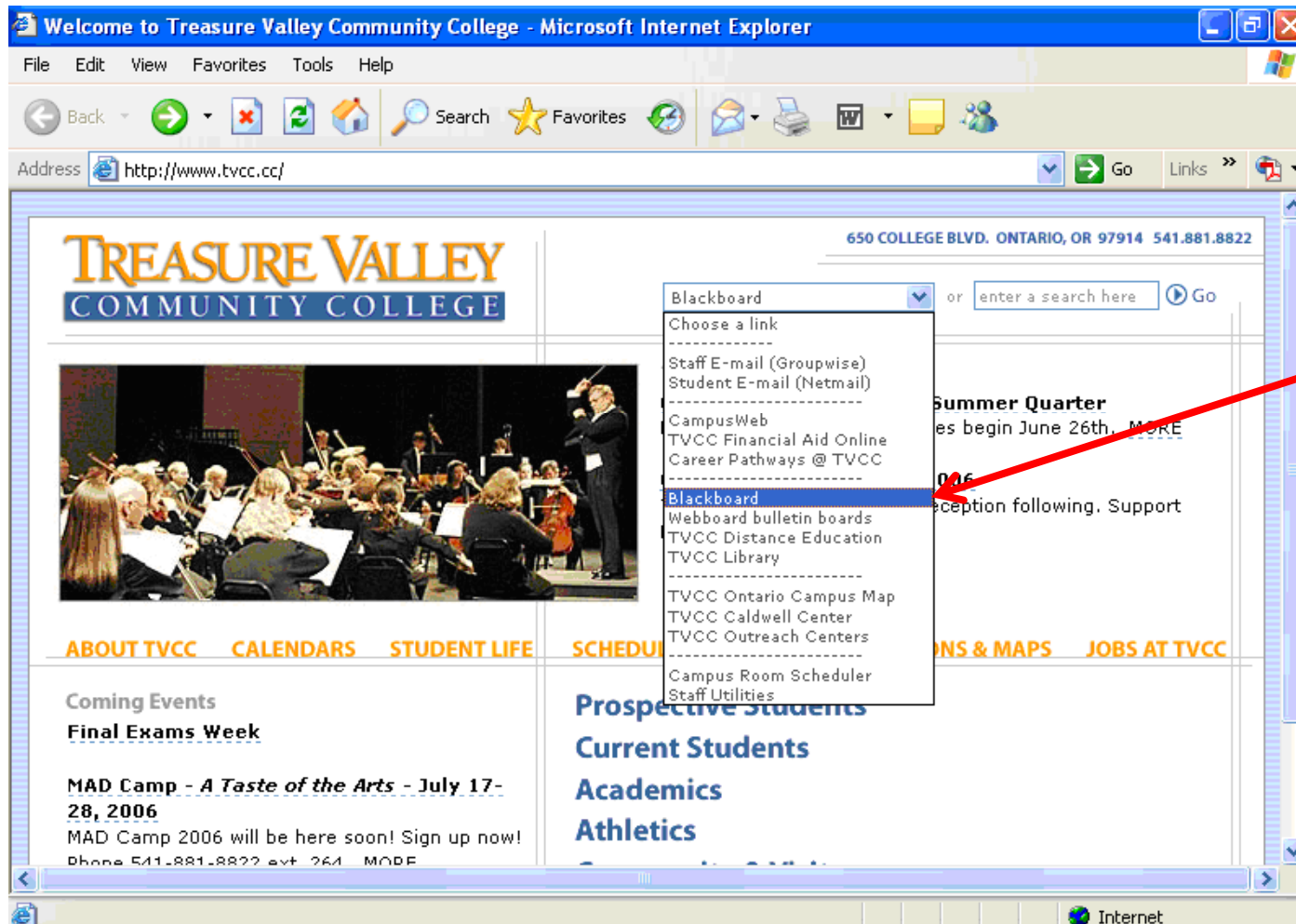
For example: 1234_1987

* If you didn't register with a SSN, use the first 3 letters of your Username + the first 3 numbers of your student ID number, like this: jos255

- *Online classes start the first day of the quarter. Courses won't show up when you login to Blackboard until the Friday before a new quarter begins.*

Login to Blackboard

From the TVCC home page, www.tvcc.cc, click the *Choose a link* dropdown menu. Click on Blackboard.



Click the Login Button.

Blackboard Learning System™ - Basic Edition

Welcome!

Welcome to the Blackboard e-Learning platform--designed to transform the Internet into a powerful environment for the educational experience.

To log in, please click on the Login icon on the left.

Blackboard

Login

Course Catalog

Then you'll see this: Type in your Username and Password

Blackboard

Welcome to **Blackboard Learning System - Basic Edition**.
Enter your username and password to access the system

Click the **Preview** button below to access as a guest.

[Preview](#)

Have an Account? Login Here.

Enter login information here and click the Login button below.

Username:

Password:

[Forgot password?](#)

Login

This is your Blackboard entry portal.

* Note that it says, "Welcome, YourName."

- Your courses are listed under My Courses.
- Click on the name of the course you want to enter.

The screenshot shows the Blackboard @ TVCC entry portal. At the top, there is a blue header with the logo "Blackboard @ TVCC" and the tagline "A LEARNING PARTNERSHIP SERVING THE SCHOOLS AND STUDENTS OF EASTERN OREGON". To the right of the logo are icons for Home, Help, and Logout. Below the header, there are two buttons: "My Institution" and "Courses".

The main content area is titled "Welcome, Joe" and includes two buttons: "Modify Content" and "Modify Layout".

The page is divided into several sections:

- Tools:** A vertical list of links including Announcements, Calendar, Tasks, View Grades, Send Email, User Directory, Address Book, and Personal Information.
- My Announcements:** A section with a minus and refresh icon. It contains the text: "No system announcements have been posted today." and "No course announcements have been posted today." with a "more....." link.
- My Calendar:** A section with a minus, refresh, and close icon. It contains the text: "No calendar events have been posted today." with a "more" link.
- My Courses:** A section with a minus and refresh icon. It contains the text: "Courses in which you are enrolled:" followed by a list of courses:
 - Introduction to Online Learning** (highlighted in red)
 - No Announcements.
 - EDUC202A: Educational Technology**
 - No Announcements.
 - WR121-OW-W08: English Composition - WEB W08**
 - No Announcements.

This is the course entry page. Note the bread crumb trail at at the top of the page.

Blackboard @ TVCC
A LEARNING PARTNERSHIP SERVING THE
SCHOOLS AND STUDENTS OF EASTERN OREGON

Home Help Logout

My Institution Courses

COURSES > [INTRODUCTION TO ONLINE...](#) > [ANNOUNCEMENTS](#)

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

February 07, 2008 - February 14, 2008

Mon, Apr 02, 2007 -- Welcome! Posted by 1

Welcome to Orientation to On-line Learning. This is a place where you can learn about what it's like to take a distance ed class as well as look at the how-to's. Besides studying all the available information, you should find and complete 4 activities as well as checking out your browser. There is a self-assessment quiz, a written assignment, 2 discussion board posts and a final e-mail to send. I will monitor the activities and post feedback for you related to the assignments. Please check back a few days after completing the modules and check your student e-mail account for a response to your final e-mail..

Tools

- Communication
- Course Tools
- Course Map

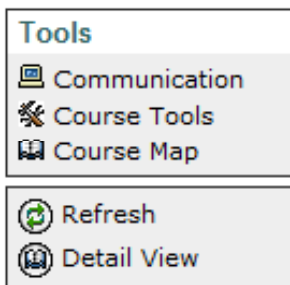
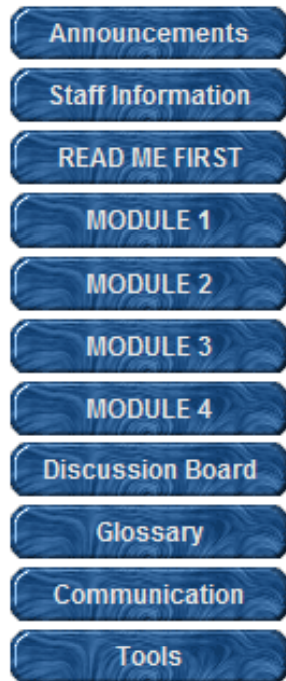
Refresh

Detail View

Blackboard

Blackboard Learning System™ - Basic Edition (6.3.1.645)
Blackboard Learning System™ - Basic Edition
Copyright © 1997-2004 Blackboard Inc. Patents Pending. All rights reserved.
Accessibility information can be found at <http://access.blackboard.com>.

Navigating the Course



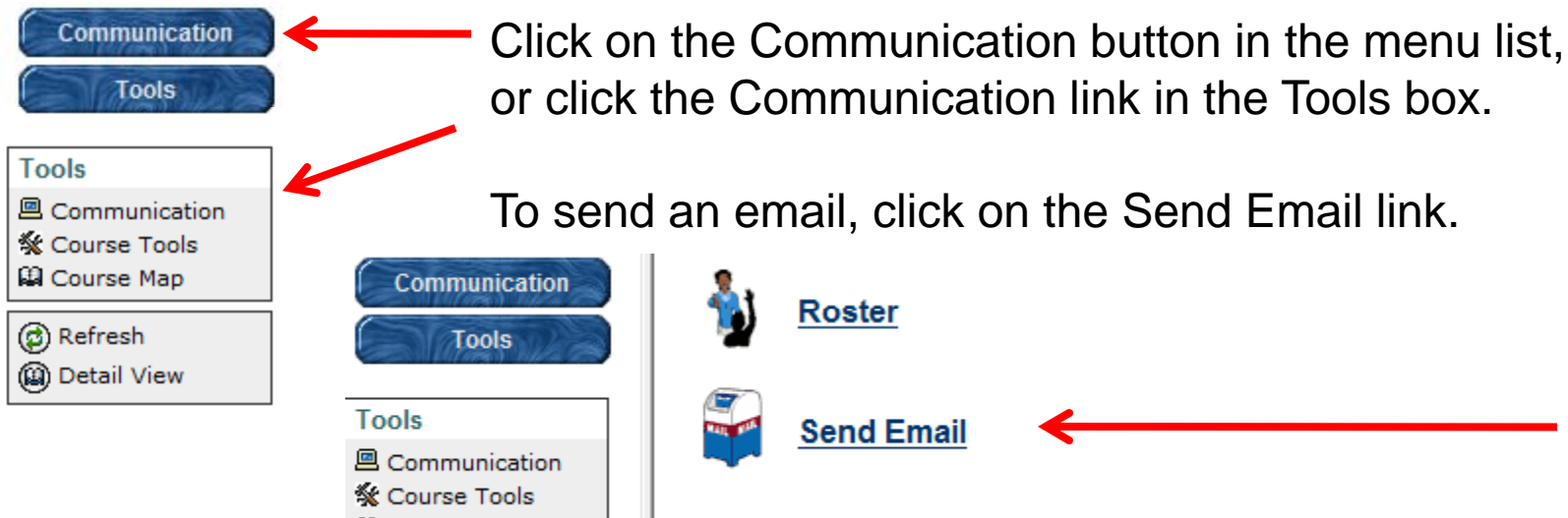
- Take a look around!
- Click on all the buttons.
- Find your instructor and contact info
- Find and read the syllabus and the instructions for taking the course.
- View the course curriculum materials.
- Discover the communication options.
- The Tools area is where the gradebook is located.
- Make sure your computer can access the materials and open all the files.

Figure out what you need to do first.

Often, your first task is to Email your instructor.

Let's check out email.

Email – within Blackboard



The screenshot shows the Blackboard interface. At the top left, there are two buttons: "Communication" and "Tools". A red arrow points from the text "Click on the Communication button in the menu list, or click the Communication link in the Tools box." to the "Communication" button. Below these buttons is a "Tools" box containing "Communication", "Course Tools", and "Course Map". Another red arrow points from the text "To send an email, click on the Send Email link." to the "Send Email" link in the main content area. The main content area has a "Communication" button, a "Tools" button, and a "Roster" link with a person icon. Below "Roster" is the "Send Email" link with an envelope icon. A red arrow points from the text "To send an email, click on the Send Email link." to the "Send Email" link.

- ▶ [All Users](#)
- ▶ [All Groups](#)
- ▶ [All Teaching Assistant Users](#)
- ▶ [All Instructor Users](#)
- ▶ [Select Users](#)
- ▶ [Select Groups](#)

1. Choose your intended recipient(s).
2. Fill out the form on the next page.
3. Click Submit.

A copy of the email will be sent to your **TVCC email account – check it often!!**
Note: You cannot receive email in Blackboard.

(Using your TVCC student email will be discussed later.)

Discussion Board

This is an area where the instructor posts forums for your response – this is how you *attend* class.

YOUR PARTICIPATION IN DISCUSSION BOARD IS CRITICAL!

1. Click Discussion Board
2. Click the title link to view a forum – you may see postings from other students. Click on the title of each post to read it.
3. Click the Reply button to respond to a post.
Click OK to go back and read other posts.
4. To create a new thread or new idea relating to the forum, click Add New Thread.

Managing File Types

Content can be presented to you in a variety of formats.

- Document or PDF form – Click to Open or Save.
- PowerPoint presentations – a) Click Open to view the presentation within the Blackboard window. b) Click Save to open later in a separate window.
- Publisher's content – Some instructors include Internet links for additional content. *may require a login that the instructor will provide
- MP3 audio – Some instructors record and upload their lectures. You will need an application like Media Player.
- Some files will be application specific – The instructor will give you directions how to install and use any specialized software required.

Managing File Types

A note about organization

At the beginning of each quarter:

- In your My Documents folder, make folders for each course you are taking.

For example: Math 111 or WR 121.

- Keep all of your work for each class in its own folder.



Math 111



WR 121



PSYC 103



BIOL 231

Managing Assignment Types

Participation in class is **CRUCIAL!**

Completing assignments is **IMPERITIVE!**

Don't procrastinate!

Assignments can be presented to you in a variety of ways.

- A paper submitted using the **Assignments Tool**
- A paper to be submitted via **email**
- A post to **discussion board**
- An online **quiz**

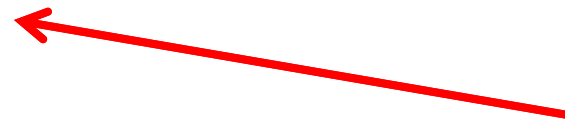
Using the Assignments Tool



Short Essay

Write a short essay describing why you are enrolled in classes and what you hope to do when you finish them.

>> [View/Complete Assignment: Short Essay](#)



- Complete the assignment in your word processor. Save as a .doc, .docx or .rtf file.
- To complete the assignment, click the **link**. (see arrow above)
 - Note: Once the instructor has graded the assignment, return to this link to see your grade and any comments that the instructor may have included.

1 Assignment Information

Name Short Essay

Instructions Write a short essay describing why you are enrolled in classes and what you hope to do when you finish them.

2 Assignment Materials

Comments

Attach local file

Currently Attached Files:

3 Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

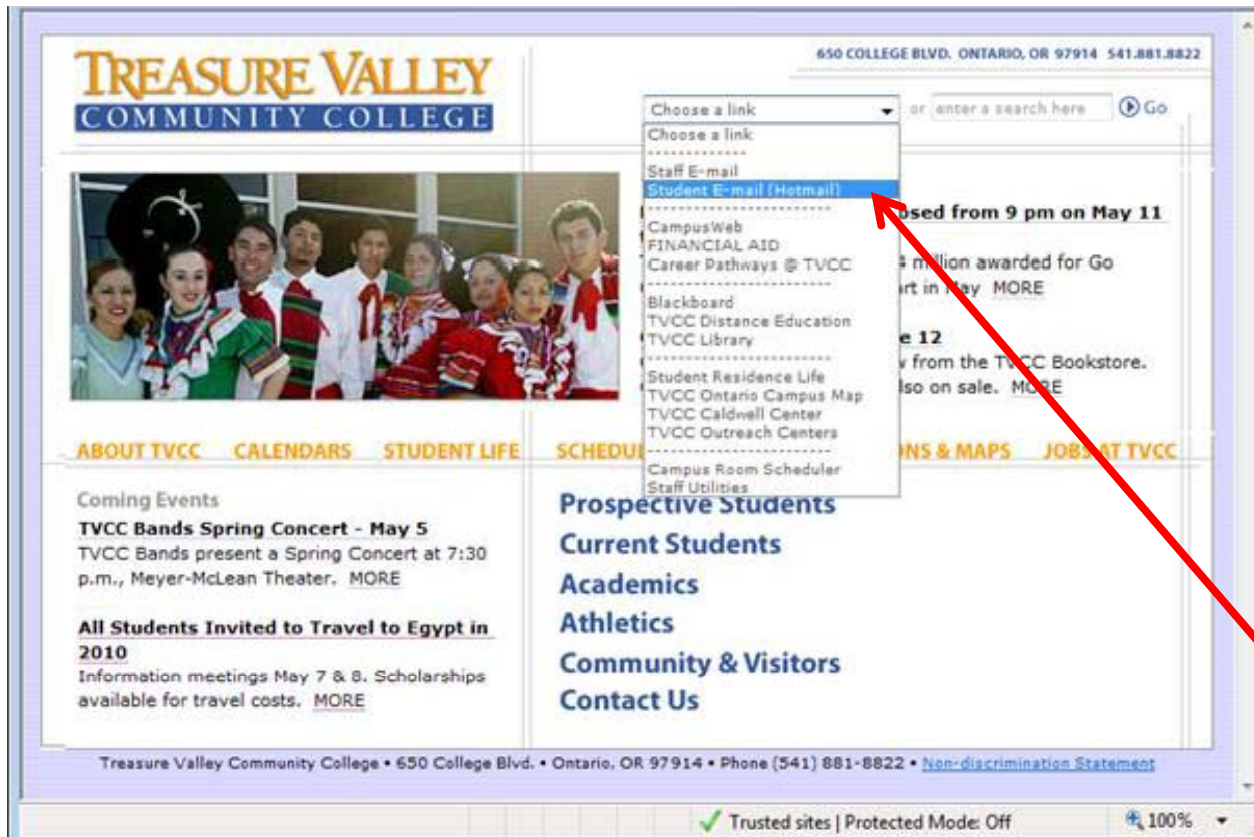
Some instructors will simply have you write your answer in the comment area and click Submit to send your answer.

Some will require you to attach a paper typed in your word processing program. Click Browse to find the file you created. Click Submit

Best Practices for Online Learning

1. **TIME** - Distance classes require as much or more time as face to face classes.
2. **MAKE A REGULAR STUDY TIME**
3. **READ CLASS MATERIALS CAREFULLY**
4. **BE INTERACTIVE** - Communicate, communicate, communicate. Contact your instructor often, usually by e-mail unless otherwise noted. Some instructors use instant messenger programs to facilitate student contact. All instructors will have office hours either online or in their offices. Be an active participant in class discussions on the Discussion Board. There is no need to feel like you are adrift in cyberspace.
5. If you need technical assistance, contact Helpdesk@tvcc.cc or phone 541.881.8822 ext. 383.

Other TVCC Technologies



All students get a TVCC email account.

ONLINE students are required to use their TVCC account for class communication.

Login to your student email as soon as you know your username and password.

**CLICK on
Student E-mail**


Student E-mail

Using Your TVCC Email

- www.tvcc.cc
- Click the Choose a link dropdown and click on Student E-mail, then click [HERE](#) to go to login page.

Have an **MSN Hotmail**, **MSN Messenger**, or **Passport** account? It's your **Windows Live ID**.

Sign in

 Windows Live ID:
(example555@hotmail.com)

Password:
[Forgot your password?](#)

Remember me on this computer (?)
 Remember my password (?)

In the Windows Live ID box, type your Username@students.tvcc.cc

In the Password box, type your password.

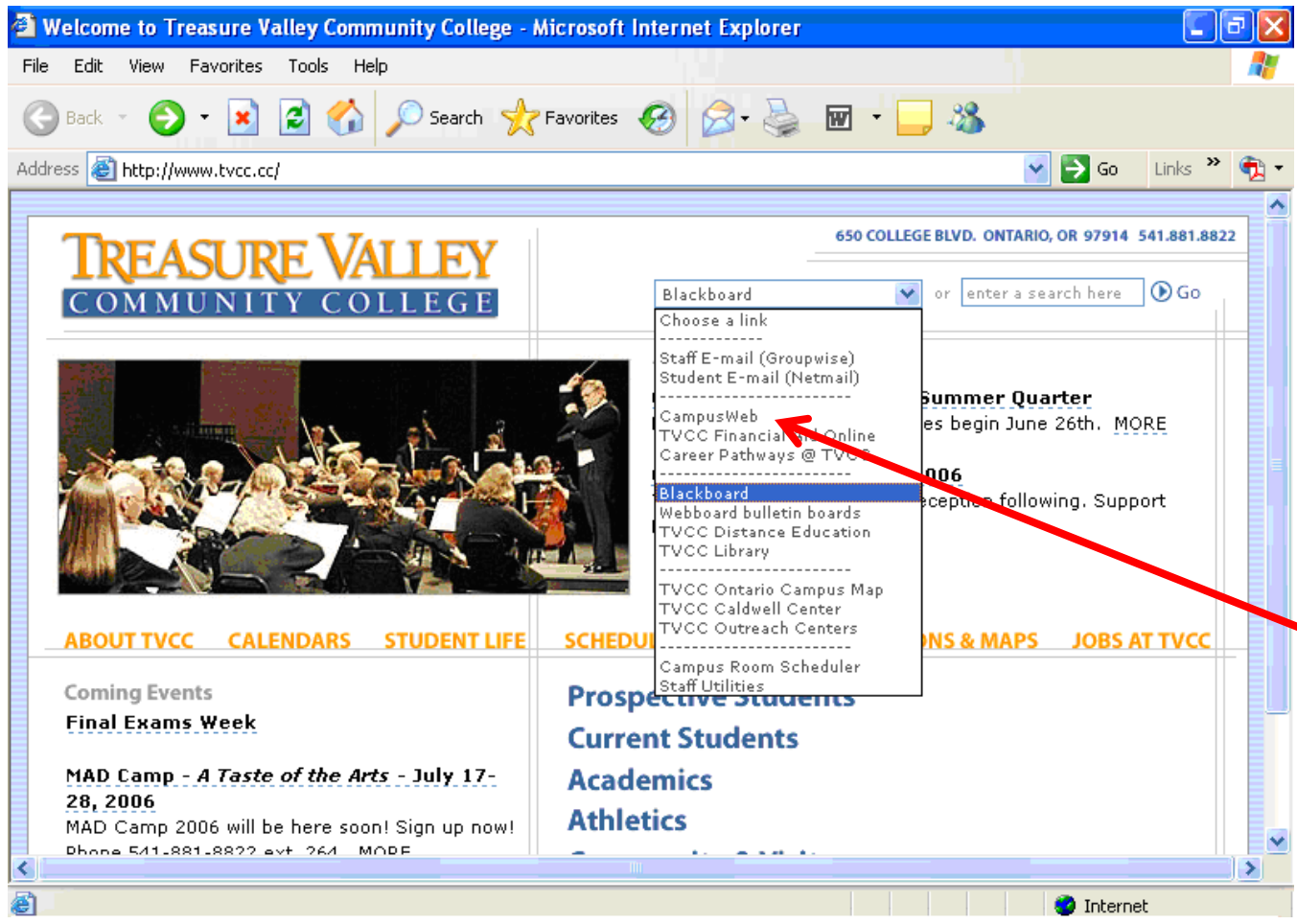
Click Sign In.

Student Email

- USE your TVCC email and check it OFTEN!
 - Not an issue if you forward your mail
- Your instructor will send email to your student account.
- Student Services sends important registration, billing, and general campus information to your student account.
- Student Government sends notices of various activities planned for the student body.

CampusWeb

- Check your final grades from all your classes
- View your unofficial transcript
- Check your account
- Enroll in future courses – must contact advisor first
- Drop courses – within time limits only



Click the CampusWeb link from the same dropdown menu.

TREASURE VALLEY COMMUNITY COLLEGE

Enjoy your online course.
Be an active participant!

Need help? Email Helpdesk@tvcc.cc

Or call 541.881.8822 ext. 383