Innovative Distance Education@

Augusta Technical College

Augusta Technical College

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Getting Started in Blackboard

1. Registering for an online class

   Begin the registration process early. Online classes generally fill up during the first week of registration. All students must have completed Badge Training before registering for an online class. Badge Training will take about 3 hours to complete. It does not have to be completed all in one day. Allow one business day after earning the Badge for the documentation to go through. Once a student earns the Badge, it is valid for the remainder of his or her academic career at Augusta Tech. Students do not need to re-take the Badge Training to enroll in online courses for subsequent semesters.

2. Logging into Blackboard

   Online classes begin the same day that on campus classes begin. You will not have access to your online class until the first day of the semester. The first day of the semester, it is very important to log into your class and read the syllabus and any other instructions that the instructor has posted.

   The Blackboard address is augustatech.blackboard.com Chrome is the recommended browser.

   Go to the Augusta Tech homepage, click Quick Links at the top, and choose Distance Education to get to the Blackboard log in page.

   Your Blackboard Username and password will be the same as your Smartweb user name and password.

3. Browsers

The browsers that best support all of the functions in Blackboard are Firefox   , Chrome   , and Safari   . Occasionally, one browser will have trouble loading Blackboard features. Switching to a different browser or clearing the cache usually corrects the problem.

Class Overviews

Examples: Instructors create their own courses using the formats and procedures that work best for their content, so there are many different styles of online courses at Augusta Tech. Some courses will be completely open from the beginning and allow students to work ahead of schedule. Other classes will have content that is only open for a specific time period, and students must complete the work during that time period.

Additionally, some classes are conducted completely in Blackboard. Other classes use another software such as MyMathLab or LaunchPad in conjunction with Blackboard. It is very important for students to carefully read the syllabus and contact the instructor during the first week of the term if due dates, location of assignments, or expectations are not clear. Students should not assume that because one instructor has a certain policy or procedure that other instructors will have the policy or procedure.

Every course will have a printable list of due dates in the Start Here section. This list will be more reliable than the Blackboard calendar. Be sure to print it out the first week of the term and check announcements at least twice a week for changes or updates.

Every course will also have an Online Resources tab at the top. That is where students can find access to school services,

proctoring forms, a plagiarism statement, department policies, and Blackboard How-To guides.

Blackboard How–To Guides

Dashboard

The Dashboard includes tools to help you track your course progress, grades, and more.

To see your grades, look in the Report Card box. Click on the number beside a class. That number is not always accurate because Blackboard updates the figure only once every 24-48 hours.

Report Card

Course	Grade
824_BbEssentials: 824_BbEssentials_Augusta	14.00
824_CBENTLEY_SANDBOX: 824_CBENTLEY_SANDBOX	90.83%
824_DEIR_ALL_MASTER_CB: Distance Education Instructor Resources	-
824_ENGL1010_201712_O_10022: ENGL1010-FUNDAMENTALS OF ENGLISH I (10022)	-
824_ENGL1010_MASTER_SUMMER_CB: ENGL1010: FUNDAMENTALS OF ENGLISH (MASTER SUMMER) CBENTLEY	-
824_ENGL1101_201712_O_10021: ENGL1101-COMPOSITION & RHETORIC (10021)	85.00%
824_ENGL1101_MASTER_CB: ENGL1101-Testbank(MASTER)CB	-

A list of your grades in the class will open. To find out more about any of the grades, click on the title of the assignment. Then, click on the submission score to see any comments left by the instructor.

Using Menus

Blackboard has three navigational menus.

The default menu of a course in is on the left side.

At the minimum, it will include the following:

Announcements –weekly messages posted by the instructor

Start Here – the syllabus, printable list of due dates, and first week's assignment

Classroom – chronological folders containing lessons and activities for each week, unit, or module of the course

Email – the preferred contact method for sending messages to your instructor and classmates

Dashboard – grades

Help – a collection of videos and PDFs for using certain Blackboard features

A second navigational menu appears at the top of the page when a user moves from one page to the next. This is called the breadcrumb trail. Each breadcrumb is clickable and will take you to that page or tab. Using breadcrumbs generally works better than using the Back button on the browser.

Breadcrumbs
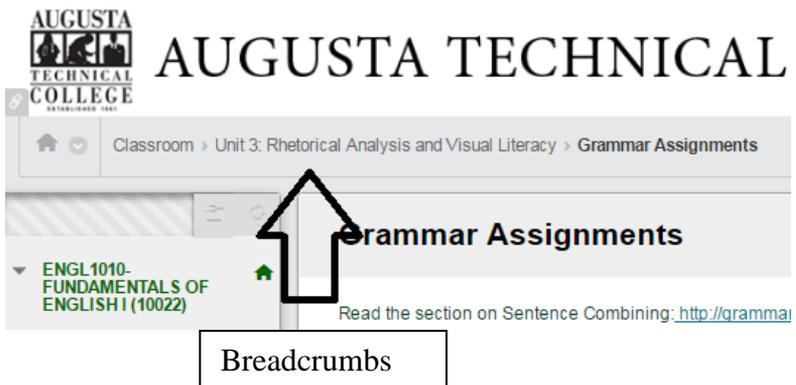
A third navigational menu, called the Global Navigation Menu, is found by clicking on your name at the top of any Blackboard page.

This is an easy way to scan for new items in a class, but it is a dangerous way to navigate through Blackboard because you will miss parts of assignments and instructions. Instructors have set up the classroom in each class to flow in order. Using the Global Navigation Menu bypasses that order, so be sure to use that menu sparingly.

Using Discussion Boards
Accessing a Forum

Your instructor may give you a link to a specific forum. Or your instructor may give you a link to the entire discussion board. In the 2nd case, you will choose which forum to access by clicking on the title of the forum.

	Forum	Description
☐	Icebreaker: Due Week 1	Find out what you have in common with at least an introduction of yourself which includes 5 of yo or something important to you.
		Reply to at least 3 other students with explanati

Read a Message

Once you have accessed a discussion forum, a list of posted messages will display in the top section of the screen. Unread messages appear in boldface (see A below). The number of replies posted to a message will be indicated in the Total Replies column (see B). To expand the view to show the author of each reply, click on Tree View at the top (see C).

Select a thread title to open the message.

The message will be displayed on the screen.

To read another message, click OK at the bottom of the page to go back to the list.

Reply to a Message

If, after selecting and reading a message, you wish to reply to it:

1. Hover your mouse over the bottom of the message to get the Reply option to appear.

Jerry Fan
The gradebook

The set up of the gradebook seems quite complicated. So do
flexibility. I think I will actually run the gradebook in points
assignments per unit.

| Reply | Quote | Edit | Delete | Email Author |

Felicia Clarke
RE: The gradebook

I agree with you 100% the grade book do seem a little compl

EBONY STORY
RE: The gradebook

Jerry, the gradebook is going to be an awesome tool no mor

| Reply | Quote | Edit | Delete |

Select: All None
| Message Actions | Expand All | Collapse All |

Select the Reply link.

2. Enter your reply in the message text box.

    Note: If you wish to add images, media, or formatting to
    the message, you can use the editor tools.

3. If you wish to include the text of the original post in your
    reply, select the **Quote** link at the bottom of a message
    instead of Reply.

4. If you wish to add an attachment to the message:
   a. Select paperclip on the tool bar or the Browse My Computer link below the message box.
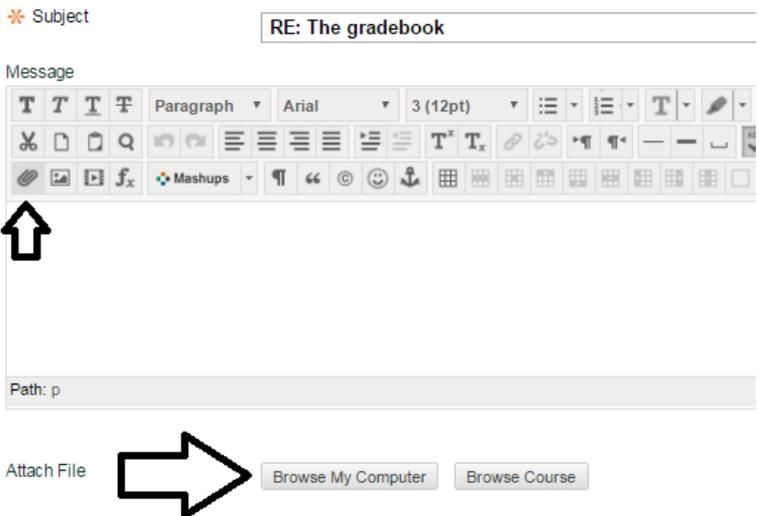
b. In the **Add attachment** window that appears, click the **Select** button. Locate the file on your local drive, then double-click its name.
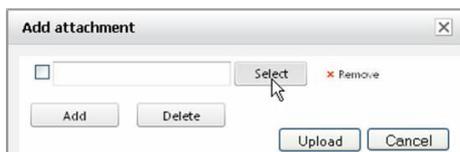
Click Select in the Attachments window.

  c. Click the **Upload** button.

5. Click the **Submit** button.

Post a New Message

To post a new message to begin a new discussion thread:

1. Click the **Create Thread** button on the left side of the toolbar.
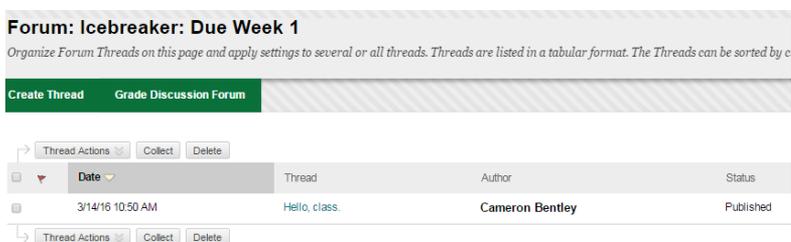
2. Follow the steps above for submitting a reply. The process is the same.

Print a Discussion Forum

1. Select the name of the discussion forum you wish to print.
2. Select the box beside each thread you want to include in the print job. (A)

Forum: Icebreaker: Due Week 1

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in *top of each column. More Help*

Create Thread	Grade Discussion Forum

Thread Actions ⌄ | Collect | Delete

☐	⛙	Date ⌄	Thread	Author
☑		10/4/16 4:27 PM	Introduction	Demetri
☐		8/21/16 4:08 PM	This is me!	Valarie
☑		8/7/16 2:37 AM	Introduction	EBONY
☐		8/3/16 8:54 PM	Felicia Clarke Introduction	Felicia
☐		7/20/16 3:43 PM	5 Favorite Things	Kenny
☑		7/16/16 12:27 PM	Welcome Message	Bob Ha
☑		6/21/16 2:33 PM	Emmie's Favorite Things	Emmie

A

B

3. Next, choose Collect at the top of the list. (B)

4. Click the **Print Preview** button in the toolbar. The print preview window opens.

Print preview button

5. To print, click the **Print** button.

Assessments for Students

Your instructor may assign you an assessment that you take online within your Blackboard course. Depending on the settings your instructor has chosen, you may be able to view feedback in the form of your overall assessment grade, an answer key, or grader remarks.

To take an assessment:

1. Within the appropriate course, select the **Classroom** menu item.
2. Navigate to the appropriate folder or location, then select the title of the assessment.

   assessment screenshot
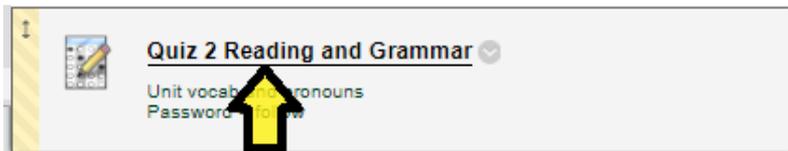
   Select the assessment title.

3. Read the instructions, which provide details about the assessment, and select the **Begin Now** button.

Begin: Grade Center Self Test

Cancel | **Begin**

INSTRUCTIONS

Description	Now that you have learned about the Grade Center, take a moment to test your knowledge with the Grade Center Self Test. Because *Lesson 4* on grading periods was optional, there are no questions about grading periods.
Instructions	Your score appears after you take the self test. You can retake the self test as many times as you want.
Force Completion	Once started, this test must be completed in one sitting. Do not leave the test before clicking **Save and Submit**.
Multiple Attempts	This test allows multiple attempts.

Click **Begin** to start: Grade Center Self Test. Click **Cancel** to go back.

Select the Begin button to begin.

4. If the instructor has set a time limit for the assessment, the next screen ask for the password. Enter it and Click **Submit** to proceed. A countdown located at the top of the assessment screen will indicate time remaining if the instructor has set a time limit on the assessment. Note that the timer will continue running, even if you log out of the test. You must submit your assessment within the allotted time, starting when you open the test.

Take Test: Quiz 1

Test Information

Description	Covers Unit 1 grammar and vocab.
Instructions	The quiz is open book. You will have 1 hour to complete the quiz once you put
Timed Test	This test has a time limit of 1 hour. You will be notified when time expires, and you ma Warnings appear when **half the time**, **5 minutes**, **1 minute**, and **30 seconds** remain.
Multiple Attempts	Not allowed. This test can only be taken once.
Force Completion	This test can be saved and resumed later. The timer will continue to run if you leave

Remaining Time: 58 minutes, **52** seconds.

Question Completion Status:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |

Time remaining

5. Answer the assessment questions.

If the assessment contains textboxes, click the bottom, right corner and drag to adjust the size of the textbox.

Before submitting the test, check the status bar to make sure you have answered all of the questions.

Take Test: Quiz 1

Test Information

Description	Covers Unit 1 grammar and vocab.
Instructions	The quiz is open book. You will have 1 hour to complete the quiz once you put in the passy
Timed Test	This test has a time limit of 1 hour. You will be notified when time expires, and you may continue o Warnings appear when **half the time**, **5 minutes**, **1 minute**, and **30 seconds** remain.
Multiple Attempts	Not allowed. This test can only be taken once.
Force Completion	This test can be saved and resumed later. The timer will continue to run if you leave the test.

Remaining Time: 47 minutes, **59** seconds.

Question Completion Status:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |

- **Submit:** If you have completed the assessment and reviewed all your answers to your satisfaction, click the Save and **Submit** button. Your instructor will not be able to grade your assessment until you click **Save and Submit.**

Click Save and Submit to save and submit. Click Save All Answers to save all answers.

Save All Answers   Save and Submit

- **Save Answers:** If you have only completed part of the assessment and wish to complete the rest of it at a later time, click the **Save All Answers** button. When you again select the name of the assessment on the **Lessons** tab, you may click the **Resume** button to pick up where you left off.

Caution: If your instructor has set a time limit for the assessment, the timer will continue running during the period that the assessment is closed.

6. On your submission acknowledgement page, click **OK** to see your results and feedback, if your instructor has chosen to make these available to you.

Test Submitted: Quiz 1

Assessment results and feedback

ASSESSMENT DETAILS

Item Name	Quiz 1
Aggregation	Last attempt
Due Date	8/26/16
Points Possible	100.04

ATTEMPTS

| Date Created	Date Last Submitted or Edited	Calculated Grade
Oct 6, 2016 9:38 AM	Oct 6, 2016 9:55 AM LATE	35.31%
Icon Legend		

7. When finished reviewing the results and feedback, click the **OK** button at the bottom of the screen to return to the assessment instructions screen.

Note: If an assessment you just completed included questions that your instructor must grade manually, such as an essay question, instead of showing the grade for your submission, the results screen will show an exclamation mark.

ASSESSMENT DETAILS

Item Name	Quiz 1
Aggregation	Last attempt
Due Date	8/26/16
Points Possible	100.04

ATTEMPTS

Date Created	Date Last Submitted or Edited	Calculated Grade
Oct 6, 2016 9:38 AM	Oct 6, 2016 9:55 AM LATE	🟡
Icon Legend		
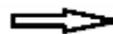
Assessment results with ungraded points

Once you know the instructor has manually graded those items, you can find out your final assessment score by going into the assessment again, just like you did when you took it the first time, click on Begin, then click View Attempts.

To view feedback on the assessment, go to the score through the Report Card on the Dashboard.

HTML Editor Tools

With the HTML editor, you can perform common word-processing tasks. The following image describes each of the HTML editor tools in the upper toolbar. **Note:** in some parts of Blackboard (e.g., the **Email function**), only a limited set of HTML editor tools are available. The table below indicates which tools are available in the partial toolset.

Partial HTML Editor toolset

1. **Content Information**

   * Name

   Color of Name
   Black

   Insert Picture · Embed Object · Insert Symbol · Insert Page Anchor · HTML Code View · Edit CSS Stylesheet

   Text

   Attach a File · Record a Video · Math Functions · Insert Mashup · Show Formatting Marks (won't show up in published content) · Block Quote · Emotion Icons

   Table Editing Tools
   1. Insert/edit table 2. Table row properties
   3. Table cell properties 4. Insert Row Before
   5. Insert Row After 6. Insert Column Before
   7. Insert Column After 8. Delete Column
   9. Merge Cells 10. Split Merged Cells

   1 2 3 4 5 6 7 8 9 10 11

   Path: p

Full HTML Editor toolset

Assignments for Students

An assignment allows you to submit documents electronically to your instructor. The instructor can then grade a submission and you can view this grade and any feedback the instructor provides.

An assignment allows student submissions in one of two ways: message or attachment. Follow your instructor's directions for which one to use.

Submit an Uploaded File

Note: Once a file has been submitted to an assignment, it cannot be edited or retrieved by you. Updates can only be accomplished through resubmission (if permitted).

To submit a file uploaded from your local drive:

1. Navigate to the assignment, and select the title
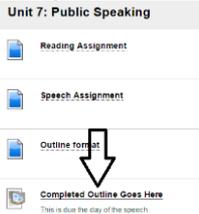
    Select the assignment title

2. To upload a document from your computer, choose Browse My Computer.

3. In the separate **Attachments** window that appears, navigate to the location of the document on your computer. Then double-click its name.

   a. The file name will appear in the **Attachments section** (A). Click the **Submit** button. **Note:** If you decide you do not want to attach the selected file, click Do Not Attach (B) beside the file name. You can then select a different file to attach.

ASSIGNMENT INFORMATION

Points Possible
100

This is due the day of the speech.

ASSIGNMENT SUBMISSION   A   B

Text Submission   Write Submission

Attach File   Browse My Computer

Attached files
File Name   Link Title
drama glossary.docx   drama glossary.docx   Do not attach

Click Submit.

4. On the **next screen,** you should see your file the way it will appear to your instructor. Note that your instructor can also download the file to see the original formatting that you used.

Submit Text within the Message Field

Note: Once you have made a submission to a drop box, it cannot be edited or retrieved by you. Updates can only be accomplished through resubmission (if permitted).

1. Navigate to the assignment and select the title

Unit 7: Public Speaking

Reading Assignment

Speech Assignment

Outline format

Completed Outline Goes Here
This is due the day of the speech.

Select the drop box icon or title

2. Click on Write Submission.

ASSIGNMENT INFORMATION

Points Possible
100

This is due the day of the speech.

ASSIGNMENT SUBMISSION

Text Submission   Write Submission

Attach File   Browse My Computer

3. In the **Message** text box, type or paste your written work. You can also attach a file by clicking Browse My Computer under the text box or insert a link to s file in your school Google Docs accounts by highlighting a portion of your text, clicking the chain icon, and inserting the URL.
4. If you change your mind and want to go back to choose Browse My Computer instead, just click Write Submission again.

Assignment Tips

- Check the instructions to see whether they require attachments or direct messages
- Your instructor may limit the number of possible submissions you can make. It is possible that your instructor has set up an assignment to allow only one submission per student.
- Once your instructor has graded the submission, to find out your grade, go to the Dashboard and click on your course average in Report Card. Locate the assignment and click on the title. On the next screen, click on the grade.

Note: Your instructor can set an assignment to have an end date and time, after which you can no longer submit an assignment. Although you can select the link to a drop box just before the specified end date and time, when you try to submit your file after the end date passed, your submission will fail and you will see the message "Access Denied."

Distance Education Policies

Participation in class: Online students are required to participate online and complete assignments within a weekly period (7 calendar days). Failure to submit assignments each week may result in withdrawal from class. Withdrawal from a class may affect a student's present and future academic and financial aid status.

Student Code of Conduct: A student's password will allow access only to his/her own account. Students should not give out their passwords or allow any other person, including family members, to access their account for any reason. It is a violation of section K.1f of the student code of conduct policy for any student to log into to a course as another student. It is also a violation of the policy for a student to permit another person to log in to a course using the password belonging to the student registered for the course or interact in the course in any way.

Testing Rules: Augusta Tech students who attend any of the three campuses, are enrolled in a program, and taking an online course, must take any proctored event/exams at the campus of their instructor.

GA Technical schools transient students are proctored through their home school and need to contact instructors in advance.

Other transient students must locate an official proctoring site in their area – the public library, other colleges, military base education site, etc. and provide instructors the contact information in advance. Students will be responsible for any fees associated with using an outside proctoring site.

A Proctor Request form is available under the CollegeInfo tab in every course.

Student's picture ID will be checked prior to the administering of any proctored event.

Online Success

These are the minimum requirements for students to be successful candidates for online courses.

1. Computer access and back-up plan – students in online classes will need almost unlimited access to a computer with internet access. A back-up plan is also a requirement. Technology problems may arise, but they do not excuse a student from keeping up with the class. A suitable back-up plan is the use of the library computers; however, students will need to take into account the library hours and limited availability of computers at certain times.

2. Starting right: the first 3 days of class – During the first three days of the term, it is very important for students to become familiar with the course organization. Here is a partial list of things to do:

    a. Read the syllabus

    b. Find the course schedule/due dates

    c. Get the required textbooks

    d. Determine the instructor's preferred method of contact

    e. Submit your SmarterMeasure scores

    f. Locate the address and access information for any other websites or programs used in the class

Using the SmarterMeasure resources

Some courses will require a SmarterMeasure assessment during the first week of the term. When you get your SmarterMeasure scores, each section will be followed by a list of resources. If you find yourself struggling in a course, come back to your score report to look for appropriate resources. If the struggle is with the course content, contact your instructor. If the struggle is with time

management, typing, reading, or other life factor or technology skills, use the resources provided by SmarterMeasure before you get too far behind in the course.

Reading and writing skills

Online students need to have strong reading skills and be able to communicate effectively through writing. Most of the material in the online environment will come from textbooks and written lectures and announcements; therefore, strong reading and critical thinking skills are very important for success in an online course. Online students communicate in writing through emails, dropboxes, and discussion forums. Students need to feel comfortable expressing themselves clearly in writing. Many online instructors do not have phone or office availability, so writing is the only option for communication.

Tip from an online student: I used Smarthinking to get feedback on practice essays, and their comments were very helpful.

Smartthinking

Smarthinking is a tutoring service that is available to online students through a link in each online course in Blackboard. Augusta Tech students are provided 3 hours of tutoring and may request more by emailing cbentley@augustatech.edu.

Instructors' preferences and policies

Some instructors will respond to emails sent from Smartweb; others prefer that email be sent from Blackboard. Some instructors will accept emailed assignments; others require the use of Blackboard. Students must always read the syllabus and all items in the Announcements section and first week folder to determine the protocol for each class and instructor.

Netiquette for communicating online with instructors and other students

Be Brief: You want to be clear—and to articulate your point—without being preachy or pompous. Be direct. Stay on point. Don't lose yourself, or your readers, in overly wordy sentences or paragraphs.

Use Proper Writing Style: This is a must. Write as if you were writing a term paper. Correct spelling, grammatical construction and sentence structure are expected in every other writing activity associated with scholarship and academic engagement. Online discussions and emails to instructors are no different.

Cite Your Sources: Another big must! If your contribution to the conversation includes the intellectual property (authored material) of others, e.g., books, newspaper, magazine, or

journal articles—online or in print—they must be given proper attribution.

No YELLING! Writing in all caps is the equivalent to slamming a door on someone or poking a finger in his face. It is rude and does not produce open dialogue (**NOT TO MENTION BEING HARD ON THE EYE)**.

Lastly, Remember: You Can't Un-Ring the Bell. Language is your only tool in an online environment. Be mindful. How others perceive you will be largely—as always—up to you. Once you've hit the send button, you've rung the bell.

Review your written posts and responses to ensure that you've conveyed exactly what you intended. This is an excellent opportunity to practice your proofreading, revision, and rewriting skills—valuable assets in the professional world for which you are now preparing.

Hint: Read your post out loud before hitting the send button. This will tell you a lot about whether your grammar and sentence structure are correct, your tone is appropriate, and your contribution clear or not.

Source: Connor, Peter. "Netiquette: Ground Rules for Online Discussions." Colorado State University. 2014.
http://teaching.colostate.edu/tips/tip.cfm?tipid=128

Asking questions

Online students must be willing to independently ask for help or clarification. Students in online classes do not have the benefit of

hearing an instructor's responses to other students' questions. Online students cannot wait in hopes that an assignment will change or that the information will suddenly become clear. Nor can online students afford to skip assignments. Students in online classes must be willing to take the initiative to contact the instructor as soon as questions or issues arise.

Does this describe you? These are the qualities that lead to success in online courses.

1. I am self-motivated, self-disciplined, and able to work independently
2. I have good time-management skills that allow me to schedule and devote enough time throughout a week to work on my online course.
3. I can adequately prepare and study for exams on my own
4. I can effectively communicate any questions or concerns to my instructor using electronic methods
5. I am comfortable expressing myself in writing and have strong grammar and netiquette skills
6. I am not a procrastinator. I like to get things done today and not tomorrow.
7. I will be OK without the face-to-face interaction with my instructor and classmates.
8. I do not give up easily, even when confronted with obstacles.
9. I am comfortable spending five plus hours each week on a course to review course lectures/videos, complete course assignments, participate in discussions, etc.
10. I agree that online courses can be more challenging than face-to-face classes.
11. I consider myself an average to above-average reader.
12. I have basic computer skills and can use word processing software, download software, install software, a web browser, etc.
13. I have access to a computer that is connected to the Internet and have a backup plan if something happens to my computer.
14. I am comfortable in a "virtual environment" - email, sending attachments, threaded discussions, chat rooms, etc.