

Orientation for Online Students

-Blackboard Learn System

Distance Learning
mxccddistance@mxcc.edu

(860) 343 – 5756

Chapman 633/632

Middlesex Community College

Visit www.mxcc.edu/distance

Orientation for Online Students

- Log on to your Blackboard Learn course
- Read class materials
 - syllabus, course outlines, course content, assignments, announcements, calendar.
- Engage in communications
 - Discussions and email.
- Online Quizzes/Exams*
- Submit Assignments*
- Tips for Success
- Resources and references
- Questions, Problems, and Help

Blackboard Learn - NetID and Password

- All online and on-campus courses at MxCC use Blackboard Learn.
 - **NetID:** BannerID@student.commnet.edu (Banner ID is your Student ID)
Example: 00707059@student.commnet.edu
 - **Password:** The same password to log on to a **campus computer** at any of 12 Connecticut community colleges.
- If you have never logged on to a campus computer, the initial password is a combination of your first three letters of birth month (capitalize the first letter), the sign of &, and last four-digit of your social security number.
 - *For example, if you are born in April and the last four digits of your social security number are 4575, then your initial password is Apr&4575 (case sensitive).*
- After you have logged on with the initial password, you will be prompted to change to a new password. The new password **MUST** have 8 or more characters and satisfy 3 of the 4 rules as follows:
 - Upper case
 - Lower case
 - Numbers
 - Special character
- *One example of a new password is Flower13 (case sensitive). Remember; do not use your name or birthday in the new password.*

Forget Your Password

- Create a new password on your own at:
www.commnet.edu/netid/password.aspx (You need to know your answer to the security question you chose previously)
- Stop by the following offices (Mon.-Fri., 9:00 am- 5:00 pm) with your Photo ID to request password reset:
 - Distance Learning, Chapman 633/632, (860) 343-5756
 - IT Service, Wheaton 304, (860) 343 – 5711
 - Record's Office, Founders 153, (860) 343 - 5724
 - Meriden Center, Staff Desk (1st floor), (203) - 238 - 6202
- For online students who are unable to come to campus during our office hours, use either of the two methods to request password reset.
 - a. FAX your request with a **photo ID** to (860) 344 – 7488. Write down the following in your FAX: Attention to: Distance Learning, your name, Banner ID, phone#, birth date, last four digits of your social security number, requesting to have your NetID password reset, signature, and Photo ID (Student ID or Driver's License). After you FAX the request, notify Distance Learning staff at mxccdistanace@mxcc.edu. Your request will be processed during [Distance Learning](#) office hours.
 - Download the Password Reset Form at <http://www.mxcc.commnet.edu/images/customer-files/password-reset.pdf> fill out the form and fax it to the Record's Office at (860) 344 – 3055.

Best Performance in Blackboard

- Before you work in Blackboard, there are a few things you need to do to ensure best performance in Blackboard.
 - Disable all pop-up blockers to allow the Blackboard window to open.
 - You need to have compatible JAVA plug-in and enable JAVA in your browser.
 - Once you are in myCommNet, click the Blackboard Learn icon in upper-right corner to access My Blackboard Learn page.
 - Close out myCommNet window. This is to avoid time-out messages from myCommNet when you work in Blackboard.
 - Click Logout (in the upper-right corner of myCommNet window). Close myCommNet window by clicking the X sign.
 - Click maximize icon in Blackboard window to enlarge Blackboard window.
- When working in Blackboard Learn, if you are prompted to either stay or logout in MyCommNet, click on Logout.

Logon to Blackboard via myCommNet

- Open a web browser.
- Go to my.commnnet.edu.
- Enter your **NetID** and **password**, click **Login**.
- Once you are in myCommNet, click the **Blackboard** icon in the upper-right. Then click a course Title.
- Once the Blackboard window opens, click **Logout** in myCommNet window and close myCommNet window.
- To go to another course, click **My Blackboard** (upper-right) and click the course name.
- When you are done with Blackboard, click **Logout** in Blackboard window.

My Blackboard Window

- Tools

- Announcement, Calendar, My Grades, etc.
- Send Email – to External Email account of the person. Do not use this, use Internal Mail – Messages instead.

- My Courses

- A list of courses that you have registered at MxCC or other Connecticut community colleges.
- Click on the **Course Title** to enter the class site.

The screenshot shows the My Blackboard Window interface for Connecticut Community Colleges. The top navigation bar includes the college logo, user name (Yi Guan-Raczowski), and links for My Places, Help, and Logout. Below this is a secondary navigation bar with links for My Blackboard Learn, Content Collection, and System Admin. The main content area is divided into three columns. The left column, titled 'Tools', lists various tools like Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, and Personal Information. The middle column, titled 'My Courses', lists courses you are teaching, including 1038.111106-Anatomy and Physiology I, 1299.111106-Intro to Philosophy, 3287.110306-General Psychology I, Blackboard Learn Student Orientation - OR-111306, Creative Writing - 3191.111306, General Psychology I - 3311.111306 (highlighted with a red circle), and Molecular Genetics - 3040.111306. The right column contains two sections: 'Student: On Demand Learning Center' and 'Faculty: On Demand Learning Center', each providing information about Blackboard Learn orientation courses and quick video tutorials.

Connecticut Community Colleges

Yi Guan-Raczowski My Places ? Help Logout

My Blackboard Learn Content Collection System Admin

My Blackboard Learn Notifications Dashboard

Tools

- > [Announcements](#)
- > [Calendar](#)
- > [Tasks](#)
- > [My Grades](#)
- > [Send Email](#)
- > [User Directory](#)
- > [Address Book](#)
- > [Personal Information](#)

My Courses

Courses you are teaching:

- [1038.111106-Anatomy and Physiology I](#)
- [1299.111106-Intro to Philosophy](#)
- [3287.110306-General Psychology I](#)
- [Blackboard Learn Student Orientation - OR-111306](#)
- [Creative Writing - 3191.111306](#)
Announcements:
 - > Welcome to Creative Writing at Middlesex Community College!
- [General Psychology I - 3311.111306](#)
Announcements:
 - > Welcome to PSY 111 Online Course
- [Molecular Genetics - 3040.111306](#)
Announcements:
 - > Blackboard Important!
 - > This shell subject to change!

Student: On Demand Learning Center

Blackboard Learn Student Orientation Course:
Look in your My Courses list for the *Blackboard Learn Student Orientation* course that will help you become familiar with the online learning environment.

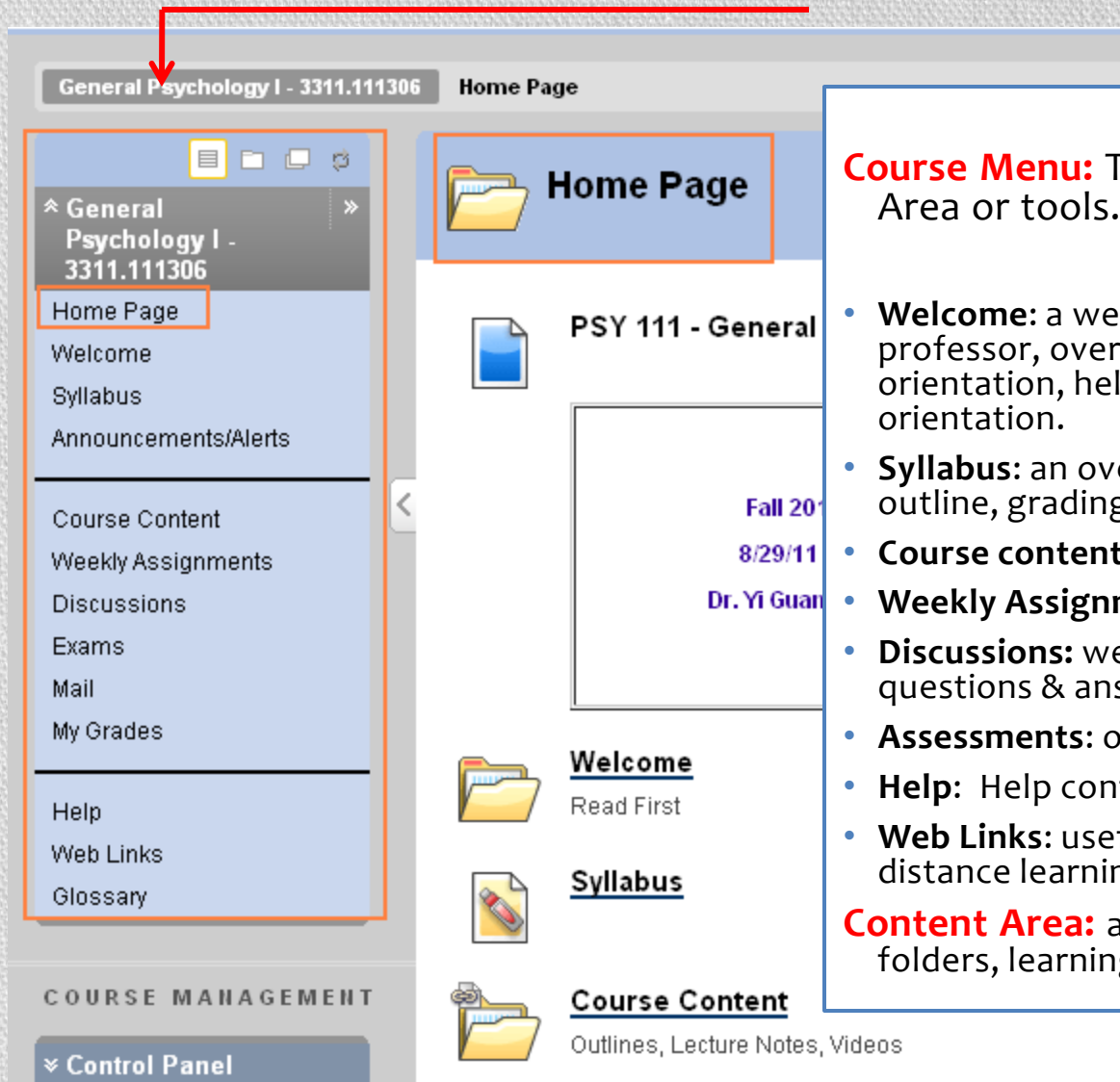
Quick Video Tutorials on the most common Bb tools:
<http://ondemand.blackboard.com/students.htm>
Note: Our Bb Learn system may not have all of the tools and/or options available as shown in these videos.

Faculty: On Demand Learning Center

Blackboard Learn Faculty Orientation Course:
Look in your My Courses list for the *Blackboard Learn Faculty Orientation* course which contains documentation, teaching resources, links, etc. that will help answer any questions about Blackboard Learn!

Quick Video Tutorials (and more) on teaching with Bb Learn:
<http://ondemand.blackboard.com>
Note: Our Bb Learn system may not have all of the tools and/or options available as shown in these videos.

Course Menu vs. Content Area



Course Menu: There are links to Content Area or tools.

- **Welcome:** a welcome message from your professor, overview of the course, online orientation, help information, student orientation.
- **Syllabus:** an overview of the class, course outline, grading, etc.
- **Course content:** outlines, lecture notes, etc.
- **Weekly Assignments:** weekly assignments
- **Discussions:** weekly discussion assignments, questions & answers.
- **Assessments:** online quizzes, exams.
- **Help:** Help contact, tutorials, FAQs.
- **Web Links:** useful web sites such as library, distance learning, e-tutoring, etc.

Content Area: a page in the right panel with folders, learning modules, or tools.

Syllabus

- Syllabus: overview of the class, course, requirements, grading, etc.
- To view the Syllabus, click the **Syllabus** link on **Course Menu**.
- To print the syllabus
 - Right-click on anywhere in the Syllabus panel and select **Print**.
 - In the new window of the syllabus, go to **File** and select **Print...**
 - Click **Print** to print the file.
- To Print/save the syllabus
 - Copy the text from the syllabus and paste it to a MS Word file.
 - Print/Save the MS Word file.
- A syllabus file might be in .pdf format, you need Adobe Reader to open a .pdf file.

General Psychology I - 3311.111306 Home Page > Syllabus

Syllabus

Middlesex Community College
Course Syllabus

Semester: Fall 2011
Course Number: PSY 111
Course Title: General Psychology I
CRN: 3
Course I
Credit H
Departm
Instructo
Course I
Course F
Meeting
weekly at
Scope of
This cour
perceptu
therapy,
activities i
psycholog
stated bel

Back
Forward
Save Background As...
Set as Background
Copy Background
Select All
Paste
Create Shortcut
Add to Favorites...
View Source
Encoding
Print...
Print Preview...
Refresh
Properties

Navigating a Learning Module

- **Left Panel**
 - Titles of links for files or tools.
- **Right Panel**
 - When you click on a Title in the left panel,
 - For Web file, .pdf file, image, the content of the link will display in the right panel.
 - For Non-web based files, a pop-up window asking either Open or Save the file. You need an appropriate application to open a non-web based file.
 - For Tools: A Discussion Forum will be in a new window. You may close the “pop-up” window to go back to the Learning Module view.
- To get out of a Learning Module page
 - Click on a link **in Navigation Path** –top of the Learning Module panel.
 - Click on any link in **Course Menu**.

Learning Module – Weekly Assignment

General Psychology I - 3311.111306 Home Page > Weekly Assignments > Week 1 Edit Mode is: OFF

Table of Contents

Page 1 of 4

- Week 1 Assignments
- Discussion Netiquette
- Week 1 - SmarterMeasure As
- Week 1 - Introductions

Week 1 Assignments

Page 1 of 4

Week 1: Assignments

1. Purchase **textbook** from MxCC bookstore (860-346-4490).
Textbook:
Essentials of Understanding
2011, 9th Edition ISBN:
2. **Orientation**
 - ? Get familiar with Blackboard
 - Welcome from the Home
 - Welcome Message.
 - ? For first time online student
 - campus orientation.
 - ? Online orientation is also
3. **SmarterMeasure (READ)**
You are to take a self-assessment
The test information can be found at
<http://www.mxcc.commnet.edu/>
After taking the test, you will evaluate

Context Menu:

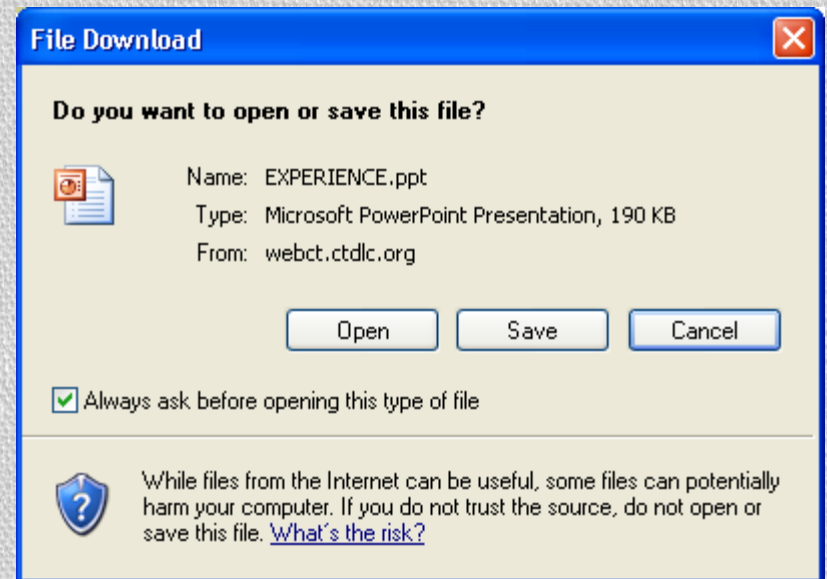
- Back
- Forward
- Save Background As...
- Set as Background
- Copy Background
- Select All
- Paste
- Create Shortcut
- Add to Favorites...
- View Source
- Encoding
- Print...**
- Print Preview...
- Refresh
- Properties

Files in Learning Module

- Your professor may add MS Word file or MS PowerPoint files in Learning Module.
 - A MS Word file: needs MS Word or MS Word Viewer to open.
 - A MS PowerPoint file: needs MS PowerPoint or MS PowerPoint Viewer to open.
- If you don't have MS PowerPoint or MS Word on your computer,
 - Go to www.microsoft.com to search for a MS Word viewer or a PowerPoint viewer:
 - MS Word Viewer: download it and install it on your computer.
 - MS PowerPoint Viewer: download it and install it on your computer.
 - Save the file on your computer. Double-clicking the file will open it in the viewer.

View Files in Learning Module

- PowerPoint Files or Word Files
 - Click the file link in the left window, you may be prompted to Open or Save the file*.
 - Open a file:
 - Select **Open**, the file is displayed in Blackboard window.
 - Save a file:
 - Select **Save**, the file can be saved on your computer. Then minimize the Blackboard window. Look for the file on your computer and double-click on it.
- Print the PowerPoint or Word file, it is strongly suggested that you save the file to your computer. Then open and print it by going to **File** and selecting **Print**.
- You need to **turn off the Pop-up** blocker on the browser to open or save a PowerPoint or a Word file.



The Discussion Board

- Messages posted on the Discussion Board can be seen by all students in the class and the professor. Messages can be posted at a different location and time.
- Example: click on **Discussions** link on the **Course Menu**.
 - A list of Discussion Forum boards with Title, Descriptions –**Questions/Instructions**, number of responses.
 - You may use -> to see the next page for more boards.
 - Click on a **Title** to access the board.
- You may see **discussion questions** on a forum board only on this page.

Welcome
Syllabus
Announcements/Alerts

Course Content
Weekly Assignments
Discussions
Exams
Mail
My Grades

Help
Web Links
Glossary

COURSE MANAGEMENT

Create Forum

Search Discover Content

Delete

Page 1 of 2

	Forum	Description	Total Posts	Unread Posts	Total Participants
↑	Questions and Answers	Post your questions about this class here.	0	0	0
↑	Instructor's Notes	I will post my notes such as reminders, progress reports, or weekly summary here regularly.	1	0	0
↑	Week 1 - SmarterMeasure Assignment	You are to take the self-assessment test, SmarterMeasure (READ!). The test information can be found at http://www.mxcc.commnet.edu/Content/READ!.asp . After taking the test, you will evaluate the results based on the test report. You need to write a summary report, stating your strengths and weaknesses (yellow or red on the bar chart). In the weak areas, state how you plan to improve your skills and ensure your success in this class. You need to post your summary report here by Sunday, September 4 . This assignment is worth 20 points.	0	0	0
↑	Week 1 - Introductions	Introductions: Let's get acquainted! I would like you to introduce yourself to me and your classmates. Tell us a little about yourself, why you are in school, why you take this course, your expectations about the course, what your career goals are, etc. Tell us something interesting about you such as hobbies and interests. Have fun!	0	0	0

Discussion Board

- Click a **Forum Title**, “Week 1 Discussions”. You will see messages:

Title – Topic

The screenshot shows a web interface for a discussion board. On the left is a sidebar with a list of links: Home Page, Welcome, Syllabus, Announcements/Alerts, Course Content, Weekly Assignments, Discussions (circled in red), Exams, Mail, and My Grades. The main content area has a header for "Forum: Week 1 - Introductions" with a folder icon. Below the header is a paragraph of text and a "More Help" link. There are three buttons: "Create Thread", "Grade Forum", and "Moderate Forum". To the right of these buttons are "Search", "Discover Content", and "Collapse All" buttons. Below this is a table of messages. The first message row is highlighted. Red arrows point from text labels to specific parts of the interface: one from "Title – Topic" to the forum header, one from "Subject" to the "Message Actions" button, one from "Author" to the author's name, and one from "Date" to the timestamp.

Message Actions	Collect	Delete
<input type="checkbox"/>		
<input type="checkbox"/> Greetings from Yi Guan-Raczkowski	Yi Guan-Raczkowski	8/5/11 3:29 PM
Message Actions	Collect	Delete

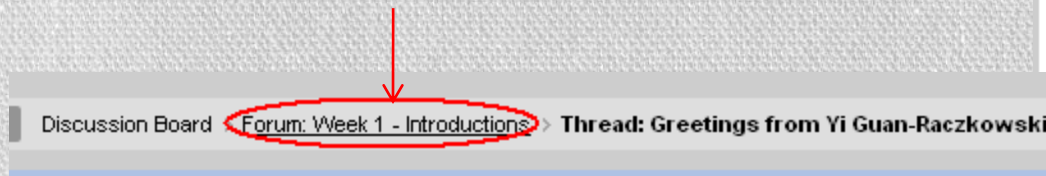
Subject

Author

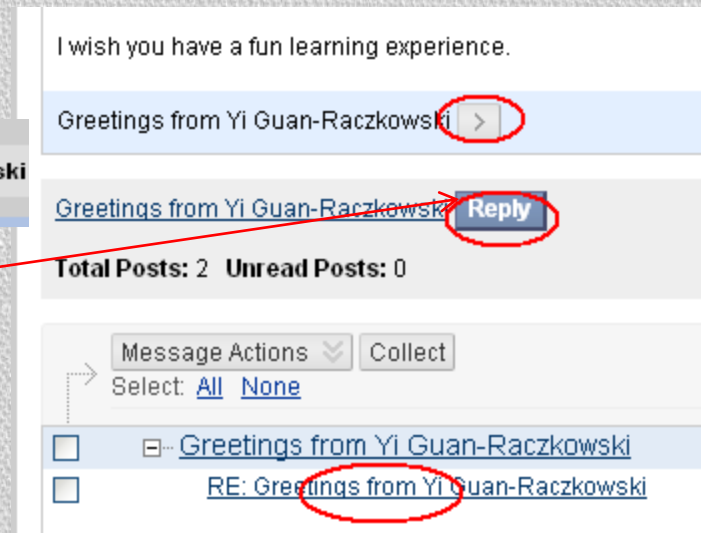
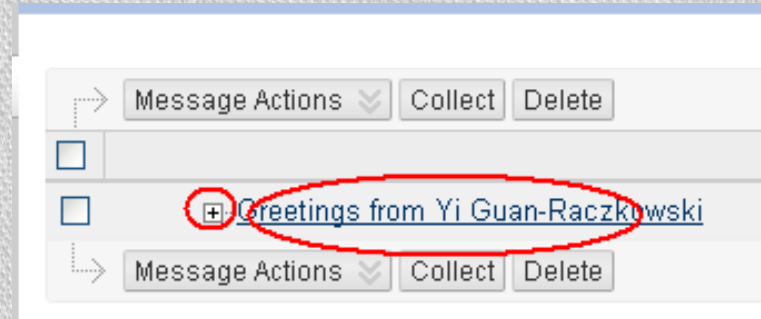
Date

To Read and Reply to a Message

- To read a Message,
 - **List View** or **Tree View**, click on a message **Subject**, you will see the message.
 - If there are replied messages to the initial message, you may use -> or click on the **Subject** line of a replied message to view it.
 - To read other messages, click on the **Forum Title** in the navigation path at the top of the Message Window.

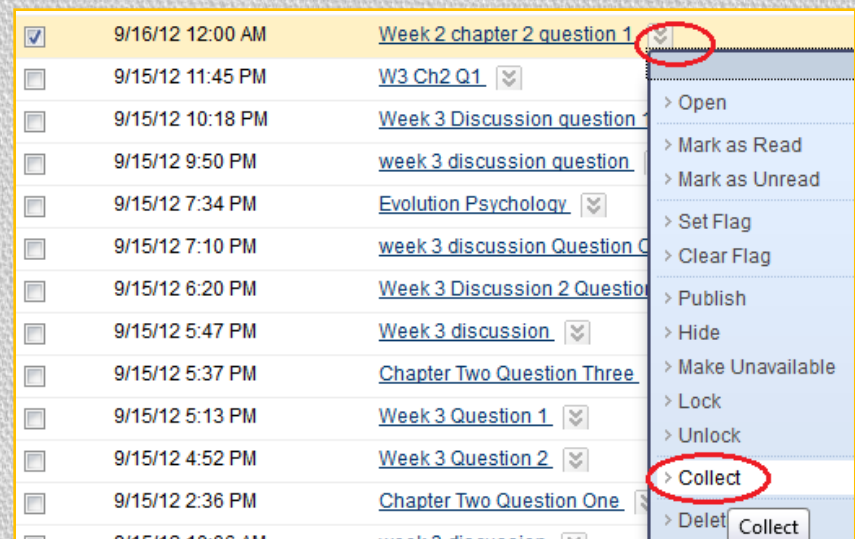
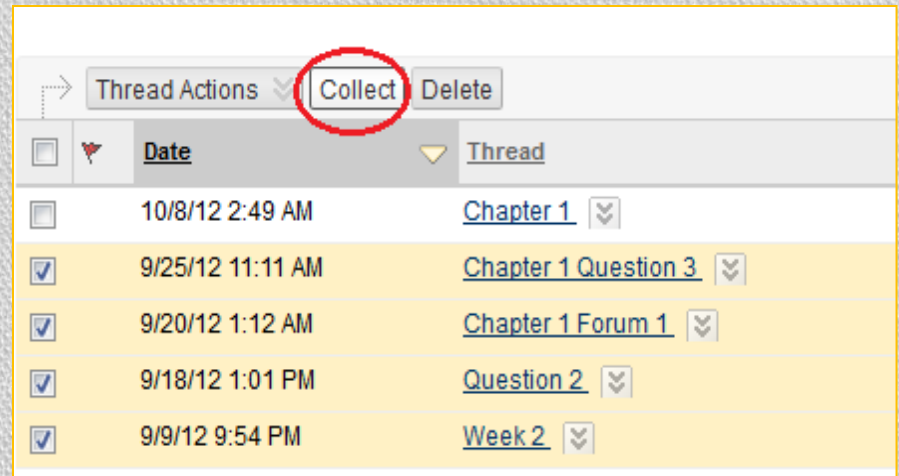


- Click on **Reply**. Type your message.
- Click **Submit** button. When you reply to a message, you will create a thread of messages.




Display Multiple Messages in One Page

- You may view a group of selected messages in one page.
 - Check the message.
 - Click on “Collect” button.
-
- To display a thread of messages in one page, click on the Action icon of the thread and select “Collect”.



Post a Message

- Click on **Create Thread** on the Discussion page.
- Type a **Subject** and your Message. You may use tools in Text Editor to format your message.
- Click **Submit**.
- After you click on **Submit**, the message will be shown at the top of the list of messages.






Forum: Week 1 - Introductions

Organize Forum Threads on this page and apply settings to several or all threads using the **Thread Actions** caret at the top of each column. [More Help](#)

Create Thread

Grade Forum

Moderate Forum

	Thread Actions	Collect	Delete
<input type="checkbox"/>	 Date		Thread
<input type="checkbox"/>	8/5/11 3:29 PM		Greetings from Yi Guan-Raczkowski 

* Indicates a required field.

Cancel Save Draft **Submit**

1. Message

* Subject:

Message

Text Editor is: **ON**

Normal | 3 | Arial

B I U abc x₂ x² | [List Icons]

[Rich Text Icons]

[More Icons]

Hi! I am Jenny Brown. I am a first year student in early childhood education. |

Copy from a Word File to Discussion Board

- It is **highly** recommended that you draft your discussion assignment in a Word file and then copy/paste it to the discussion board. **Do not** use **Save Draft** in Discussions.
- Write your message in a Word file and save it to your computer. Keep the Word file open.
- Open a web browser and log on to Blackboard.
- Click on Discussions and click on a Title of a discussion board.
- Click on **Create Thread**. Go to the Word file window, highlight all text and click on **Copy** (Word 2007) or hit **CRLT + C** on the keyboard.
- Go to the **Create Thread** window. Right-click on the Message box and select **Paste**. Or click on the Message box and hit **CRLT + V** on the keyboard.

Attach a File to a Discussion Message

- **Per your professor's request,** you may need to attach a file to a discussion message* (Some English courses)
- In the Create Thread window, under **2. Attachments**, click on **Browse My Computer**.
 - Locate the file on your computer and double-click on it. This will attach the file.
- After the file is attached, you see the File Name under **Attachments**.
- Click **Submit** button to post the message with the attached file.

This screenshot shows the '2. Attachments' section of the 'Create Thread' window. At the top, there is a 'Path' field with the value 'body' and a 'Save as Reusable Object' checkbox. Below this, the 'Attachments' section has three buttons: 'Attach File', 'Browse My Computer' (which is circled in red), and 'Browse Content Collection'. The '3. Submit' section below contains instructions: 'Click **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.' and three buttons: 'Cancel', 'Save Draft', and 'Submit'.

This screenshot shows the '2. Attachments' section after a file has been attached. The 'Attach File' section now includes a 'Selected File' row with the following details: 'File Name' is 'introductions.rtf' (circled in red), 'Name of link to file' is 'introductions.rtf' (also circled in red), and there is a 'Do not attach' button. The '3. Submit' section at the bottom has the same instructions as the previous screenshot, but the 'Submit' button is circled in red.


Messages – Internal Mail

- **Messages** tool in Blackboard Learn serves as Internal Email. You are able to email to students in your course and your professor in the course site.
- Possible two ways to access Messages - Internal Mail
 - Click on **Mail (Blackboard Mail)** on **Course Menu**.
 - Click on **Tools** on **Course Menu** and click on **Messages**.
- We recommend students use Internal Mail – **Messages** tool to communicate with professor and fellow students.
- We **do not** recommend students use External Email in Blackboard because email messages will be delivered to your professor or fellow student's personal email accounts. Not every student has entered their emails in the college system and your email might be sent to a Spam Folder in a personal email account.



Internal Mail - Send a Mail Message



- From the Messages page. Click **Create Message**.
- To choose the person you would like to send the email, click on **To** box. Select the person's name, click on -> to bring the name to the Recipients box.
- Type a Subject.
- Type your message.
- Click on **Submit**.



Messages

Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

Create Message

	Folder	Unread	Total
	Inbox	0	0
	Sent	0	3

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

* Indicates a required field.

[Cancel](#) **Submit**

1. Recipients

To

Select Recipients: To line

Sandra Couture (Instructor)

Yi Guan-Raczowski (Instructor)

>

<

Invert Selection

Select All

Recipients

Invert Selection

Select All

Cc

Bcc

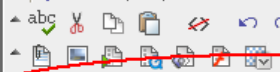
2. Compose Message

* Subject

Body

Normal 3 Arial

B *I* U abc x_2 x^2




When are you available Monday for me to call? Jenny

Text Editor is: **ON**

Mail



- Read or Reply to a Message










Messages


Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

Create Message

	Folder	Unread	Total
	Inbox	3	7
	Sent	0	7


<input type="checkbox"/>		Yi Guan-Raczkowski	Re:Hi 	Thursday, July 21, 2011 2:29 PM
<input type="checkbox"/>		Yi Guan-Raczkowski	Question 	Thursday, July 21, 2011 2:20 PM
<input type="checkbox"/>		Yi Guan-Raczkowski	Hi 	Thursday, July 21, 2011 2:19 PM

- In the **Messages** page, you see the number of **Unread** or **Total** messages. Click on **Inbox**.
- Icon  next to a message indicates the message has not been read. Click on the **Subject** of the message to open and read.
- To Reply to the message, go to **Reply** and select **Reply to Sender**.
- Type the message.
- Click on **Submit**.



View Message

Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

Reply  Forward Delete

> Reply to Sender

> Reply All

Cc

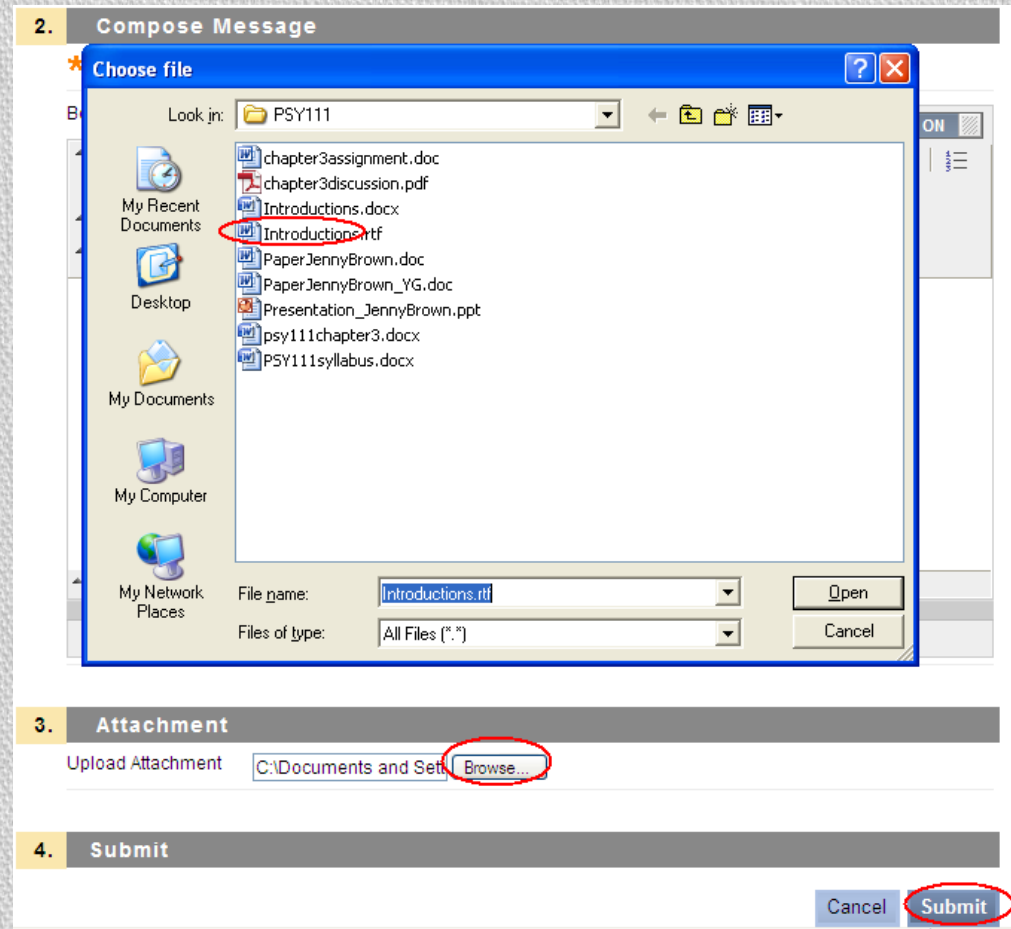
Sent Thursday, July 21, 2011 4:29 PM

Subject Hello

Just to say Hello! Jenny

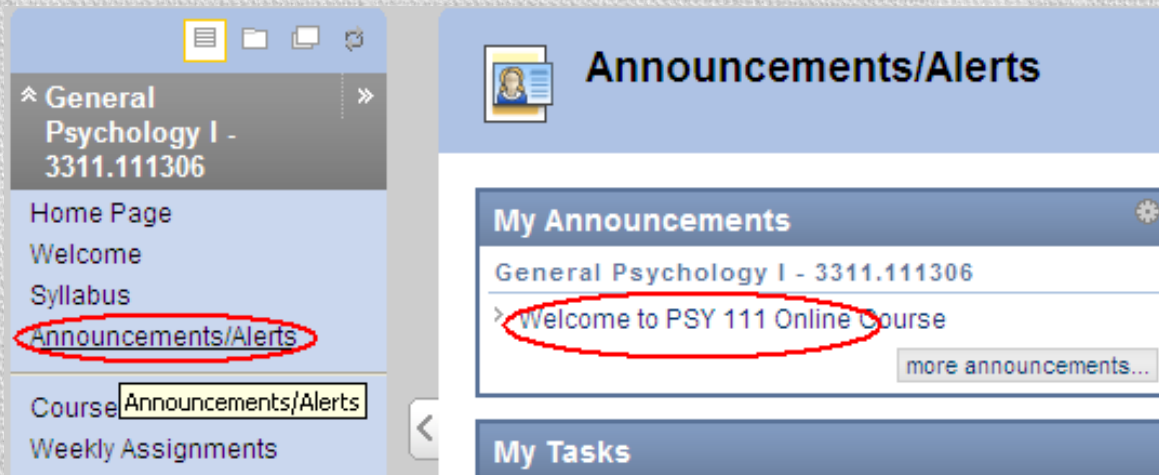
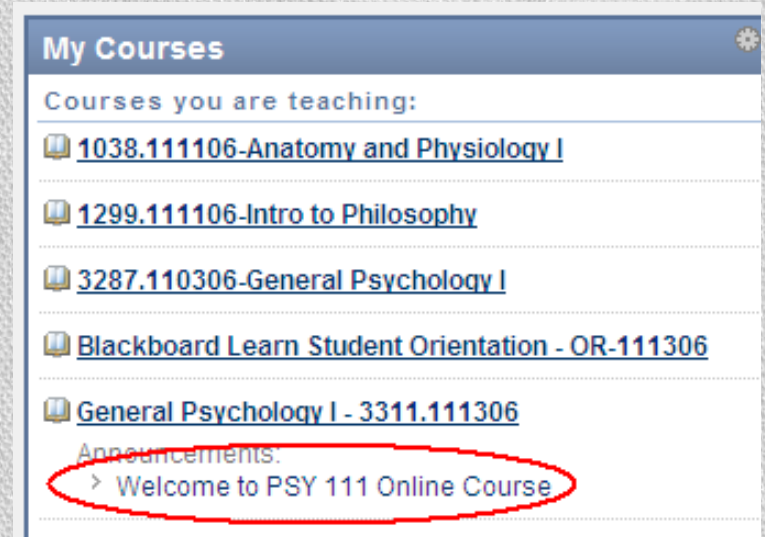
Attach a File in Email – Per professor's request

- Click **Browse** under **Attachment** at the bottom of the **Compose Message** Window.
- Locate the file and double-click on it. You will see the file directory in the Upload Attachment box.
- Click on **Submit** button.
- Your professor may ask you to submit a file in Assignment drop box instead.



Announcements

- Your professor may post an announcement in **Announcements** tool.
- In **My Blackboard Learn** page, under **My Courses** or **New Announcements**, the titles of announcements posted in the past 7 days are displayed.
- Two ways to view an announcement
 - Click on the Title of an announcement to see the details.
 - Click on the **Course Title** to enter the course. Click on **Announcements/Alerts** in **Course Menu** and click on the title of an announcement in **Announcement**.



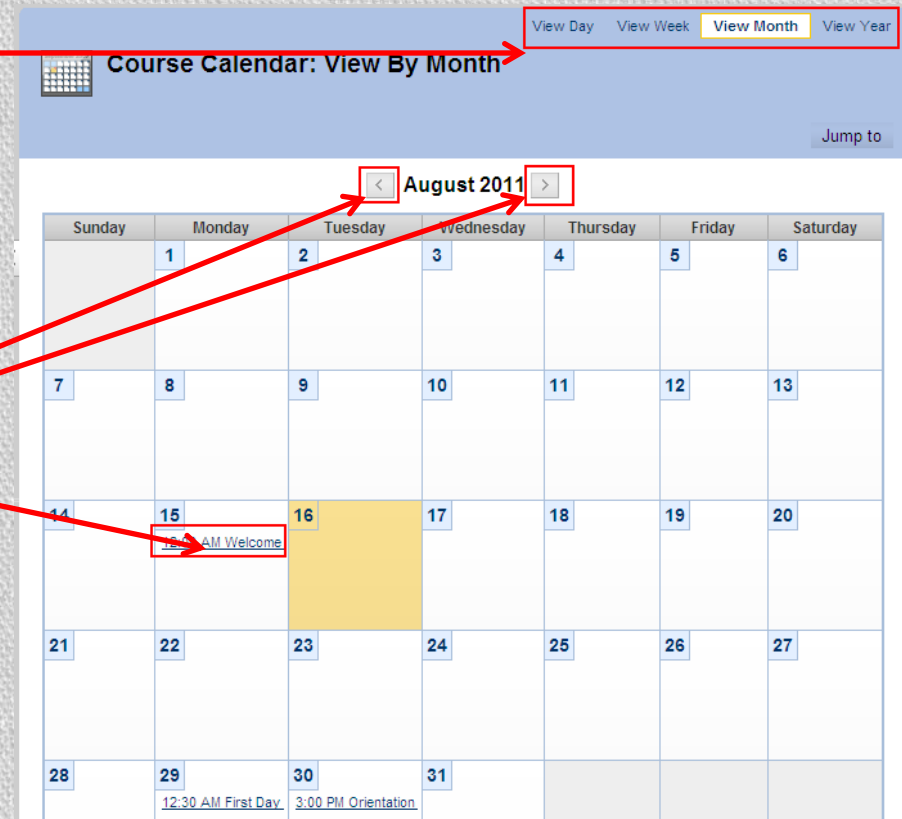
Calendar Events

- Your professor may enter class activities (due dates, announcements) in the **Course Calendar**.
- The best way to view events posted on a course calendar is to enter your course first.
 - Click on a **Course Title** in **My Blackboard Learn**.
 - Click on a **Course Title**.
 - Click on **Announcements/Alerts** in **Course Menu**.
 - **In Calendar**, it displays the titles of events posted for the next 7 days.
 - To browse events in the **Course Calendar**, click on **More Calendar Events**.

The screenshot displays the Blackboard Learn interface for a course titled "General Psychology I - 3311.111306". On the left, a course menu lists various options, with "Announcements/Alerts" circled in red. The main content area is titled "Announcements/Alerts" and includes a "Customize Page" button. Below this, there are two panels: "My Announcements" and "My Calendar". The "My Announcements" panel shows a welcome message and a "more announcements..." link. The "My Calendar" panel states that no events have been posted for the next 7 days and includes a "more calendar events..." link, which is also circled in red.

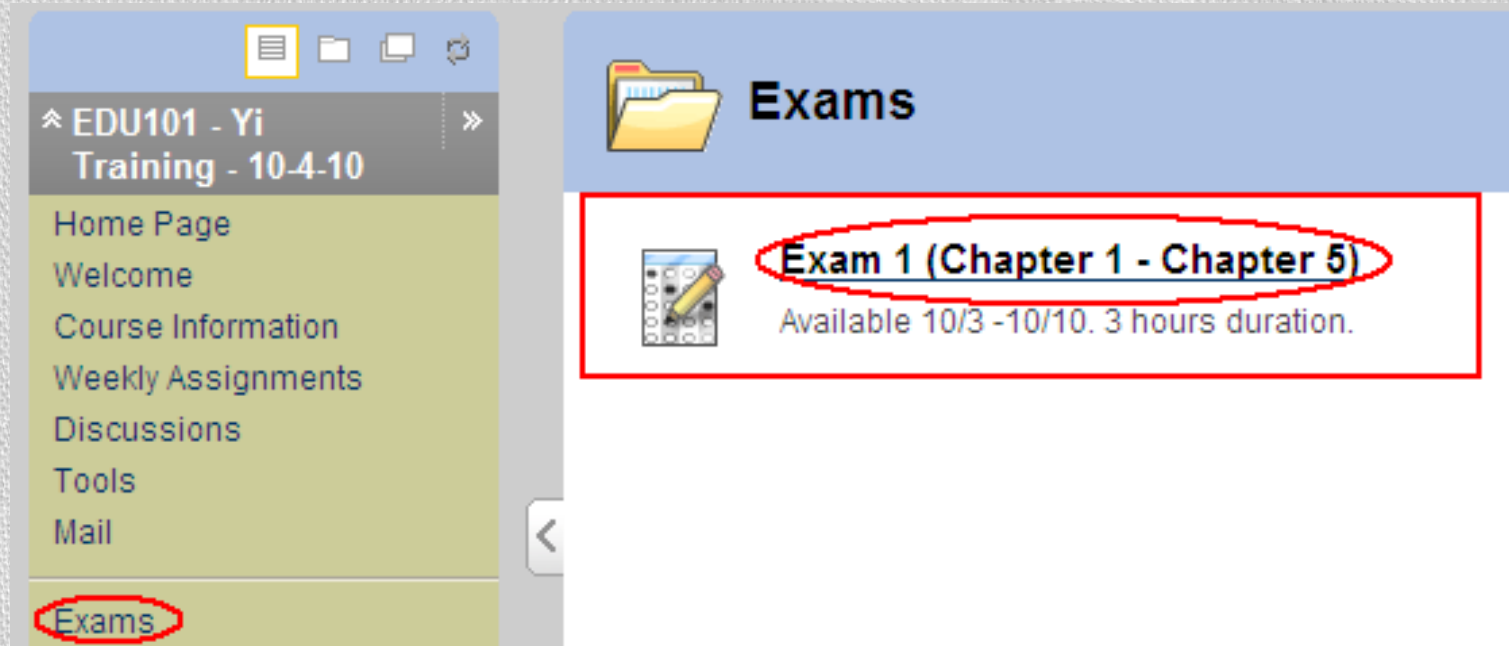
Browse Calendar Events

- Views
 - Day, Week, Month, Year
- Use -> or <- to see next or previous page.
- To view details of an event, click on the Event Title.
- Navigate to months




Online Exams

- Depending on your professor, online exams may be linked from Course Menu or a Weekly Learning Module. This example has online exams linked from the **Course Menu**.
- Click on Exams link in Course Menu to see all exams.
- When an online exam is available, you will see an active link.
- There might be instruction under the Exam Title.



Online Exams

- When you are ready to take the exam, click on **Begin**. For a timed exam, once the **Begin** button is clicked, you must complete the exam within the time limit. **Logging out of Blackboard or turning off your computer will not stop the clock.**
- For **EVERY** question, after you have selected or typed an answer, you need to click the **Save Answer** button.
 - You must click the **Save Answer** button for EVERY question. **Do not** use **Save All** button since there have been problems when people using **Save All**.
- To verify that the answers of all questions have been saved, make sure the question numbers are “grayed out” under **Question Completion Status**.
- When you have answered all the questions, click on **Save and Submit** button.

 **Take Test: Exam 1 (Chapter 1 - Chapter 5)**

Description

Available 10/3 -10/10.


Instructions

Multiple Attempts

Not allowed. This Test can only be taken once.

Force Completion

This Test can be saved and resumed later.

 [Question Completion Status:](#)

1

2

Save All Answers

Save and Submit

Online Exams

- If you are accidentally logged out or your computer crashes while taking an exam: close your browser and reopen the browser. Or restart your computer and then log onto the exam to continue by clicking on **Begin** button.
- If you are blocked out of taking a test due to technical problems after you have clicked on **Begin**, contact your professor to reset your attempt. When the attempt is reset, your previous answers are erased, you have to resave the answers. So be sure to write down your answers before sending the request.
- You are to submit your test either when time is up or before it is due, whichever comes first. Late submission may result penalty.
- After you have submitted a test, check your test result by clicking on **OK** in the confirmation page (or the Exam page). If you do not see a grade, contact your professor via email immediately.

Assignment Drop Box

- Your professor may ask you to submit class work using an Assignment drop box. Depending on your professor, the drop boxes can be accessed either via **Course Menu** or a **Learning Module**.
- This example has an assignment drop box linked in **Week 3** Learning Module.
- Click on **Weekly Assignment** in the **Course Menu**, click on **Week 3**. Click on the **Paper** link in the left panel. You may use > to navigate to the links in the left panel.

The screenshot illustrates the navigation path to an assignment drop box in a course management system. The interface is divided into several sections:

- Top Bar:** Displays "EDU101 - Yi Training - 10-4-10" and "Weekly Assignments".
- Left Panel (Course Menu):** Lists navigation options: Home Page, Welcome, Course Information, **Weekly Assignments** (circled in red), Discussions, Tools, Mail, Exams, My Grades, Groups, and Help & Resources.
- Weekly Assignments Section:** Shows a list of weeks with corresponding icons. **Week 3** is circled in red.
- Weekly Assignments > Week 3:** This sub-section contains a "Table of Contents" and a list of items. The "Table of Contents" shows "Page 1 of 2" with a right arrow button circled in red. Below it, a list of items includes "1. ppt_ch03.ppt" and "2. **Interview Paper**" (circled in red).
- Right Panel:** Displays a preview of the "Interview Paper" and a message "Opening ppt_... You have chose ppt_ch0...".

Assignment Drop Box

- Next to Attach Files, click on **Browse My Computer**.
- Locate the file (or files) from your computer. Double click on the file and the file will be listed under File Name.
- For multiple files, click on Add Attachments again and select other files.
- To remove a file, click on Do Not Attach next to the file.
- You may enter notes to your professor in **Comments** box.
- Click **Submit** button at the bottom.
- Under **Review Submission History**, you see the status of the file you submitted.
- After you have clicked on **Submit**, you may not be able to resubmit, depending on the setting of the dropbox set by your professor.

The screenshot shows the 'Attach File' section of an assignment submission interface. At the top, there are two buttons: 'Browse My Computer' and 'Browse Content Collection'. Below these, the 'Attached files' section contains a table with two columns: 'File Name' and 'Link Title'. A file named 'PaperJennyBrown.doc' is listed under 'File Name', and 'PaperJennyBrown.doc' is listed under 'Link Title'. To the right of the file name, there is a link labeled 'Do not attach'. Below the table, there is a large text area for 'Comments' with the text 'Attached is my paper' entered. At the bottom of the form, there is a '3. Submit' button, a 'Cancel' button, a 'Save as Draft' button, and a 'Submit' button.

2. Review Submission History

Submission (Late Submission) (August 18, 2011 3:12:01 PM EDT)

Submission Materials

Submission Field : Attached is my paper

Student Comments : Attached is my paper

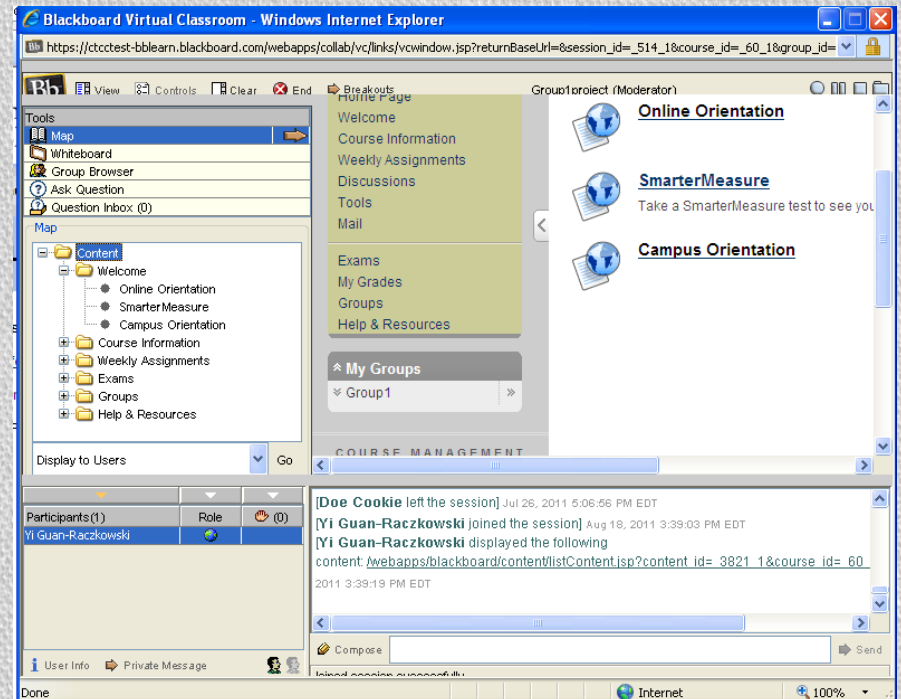
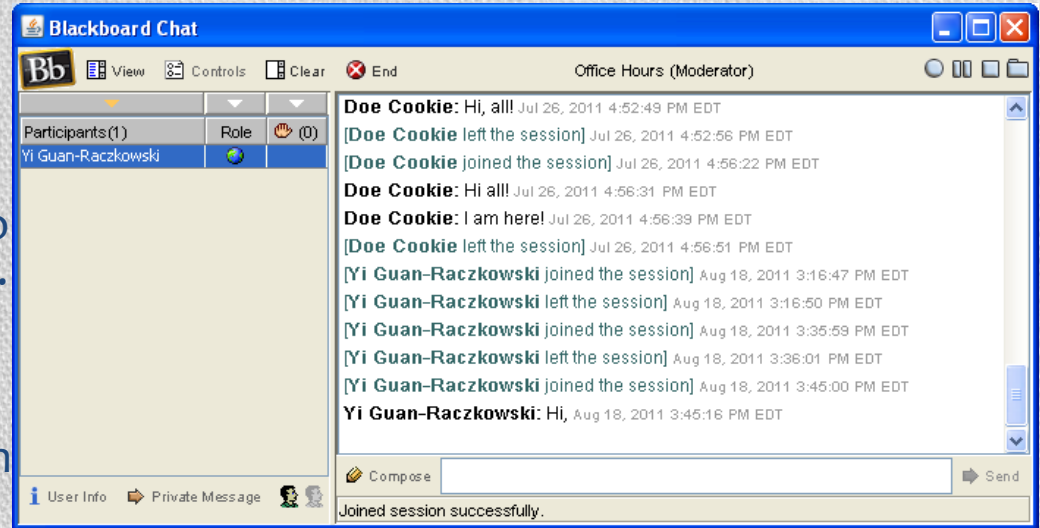
Attached Files : [PaperJennyBrown.doc](#)

Instructor Feedback

Grade : Needs Grading

Collaboration: Chat vs. Virtual Classroom

- There are two types of Collaboration Tools, **Chat** and **Virtual Classrooms**.
- Chat –text only.
- Virtual Classroom – text, browse the course content, drawing tools.
- Use Chat or Virtual Classroom for “live” conversation.
- Click **Tools** from the **Course Menu**. Then click the specified Chat room link to enter the Chat Room.
- **Chat:** type text and hit Enter.
- **Virtual Classroom:**
 - Map: show the course pages, files, tools, etc.
 - Whiteboard: draw shapes



MxCC Resources

- When you click the **Academic Support** link from the **Course Menu**, you will see a list of web sites. Click a link to visit the site.
- MxCC Distance Learning site
 - Troubleshooting tips, technical help contact, etc.
- myCommNet
 - Student Self-Service: Check your class schedule, grades, transcripts, financial aid, etc.
 - Blackboard, library databases, and other information.
- MxCC Library – use computers, research assistance.
- Online Tutoring - *not available in summer/winter term*
 - Math, accounting, science, and writing

Learn Blackboard Learn Online

- Blackboard Multimedia Tutorials
 - www.mxcc.edu/distance/bblorientation
- Blackboard Frequently Asked Questions
 - www.mxcc.edu/distance/bblorientation/faq.shtml
- Blackboard Learn Student Orientation
 - In My Blackboard Learn page, you see a Student Orientation site.

Common Questions and Problems

- Common problems
 - Logged on to myCommNet but when you click on the **Blackboard Learn** icon, the **My Blackboard** page does not show.
 - There might be a pop-up blocker on the web browser or software you use that blocks the Blackboard window.
 - Download the free Mozilla Firefox browser at: www.mxcc.edu/distance (under **Download Center**, left column). Install Mozilla Firefox and turn off pop-up blocker.
 - Get to Blackboard site, but cannot use some of Blackboard Learn tools, such as email, discussions, etc.
 - Download JAVA 1.6 plug-in at www.mxcc.edu/distance. Under **Download Center** (middle-left of the page).
 - Install the Java 1.6 plug-in to your computer.
 - More troubleshooting tips can be found at: www.mxcc.edu/distance, click on **Troubleshooting Tips** under **Technical Help** (left column).

Technical Problems-Help Desk

- When you encounter technical difficulty in Blackboard or MyCommNet, visit the technical support at:
- http://www.mxcc.edu/Content/Technical_Help.asp
 - Troubleshooting tips
 - Technical Help Phone# 860-493-0221, M-Thr, 8am-8pm, Fri, 8am-5pm, Sun, 1pm-9pm.
- MxCC Distance Learning office during our office hours
 - Mon-Fri, 9:00 am – 5:00 pm
 - 860-343-5756
 - mxccdistan@mxcc.edu
 - Chapman 633/632
- Questions on the course content, contact your professor.
- Scheduled maintenance time:
 - Sundays, 6am -10am.
 - Daily, 2am-6am – system testing, system might be down.

Being a Successful DL Student

- Bookmark the [MxCC Distance Learning](#) site for help contact and online learning resources. Find MxCC Distance Learning on Facebook and “Like” it. We will post online learning related issues there.
- Take the SmarterMeasure (READI) test to evaluate your readiness of online learning. Identify your strengths and weaknesses from the test result and look for resources that help you improve weaknesses.
- Read the class documents and follow the instructions closely.
 - Syllabus gives you an overview about the course. Use the syllabus as your primary guidance for all class assignments.
 - Download the syllabus and assignment files to your computer.
- Keep pace with the class assignments.
 - Follow the instruction from your professor about the correct way of submitting assignments.
 - Follow the deadlines your professor sets.
 - Do not put assignments off till the last minute.
- When you have class questions, ask your professor.
- Have an alternative plan to access Internet in case you have technical difficulty at home.
 - Local library or schools, friend/relative home.
- Do not use a mobile device (e.g. iPhone, iPad) to submit assignments. You may use it for browsing class information.

Blackboard Contingency Plan

- Technology does fail from time to time. To cope with technology failure, you are highly recommended to do the following:
 - Check your college email regularly –email icon in MyCommNet. You may forward your college email to your personal email.
 - Become a fan of MxCC Distance Learning at facebook.com.
 - Download the class syllabus, content files, and homework assignments from Blackboard to your computer.
 - Refrain from waiting until the last minute to do assignments.
 - When there are technical troubles with Blackboard, visit the Technical Support Center at http://www.mxcc.edu/Content/Technical_Help.asp for troubleshooting tips and help contact information.
 - When you encounter technical problems and miss out class assignments, notify your professor immediately.
 - When Blackboard Learn is not available
 - Read the textbook, syllabus, and content files offline.
 - Complete reading and assignments offline.
 - Communicate with the professor via the external email account, college email or your personal email.

Distance Learning at MxCC

- www.MxCC.edu/distance
 - List of online distance learning classes
 - How to register online classes
 - What to do prior to the start of a semester.
 - SmarterMeasure (READI) – Self-assessment of online learning readiness
 - Trouble-shooting tips, technical help, financial aid, online tutoring, etc.
- Orientation for Online Students
 - www.mxcc.edu/Content/Online_Orientation.asp