

Course Orientation (in Pictures) & the List of Tasks You Do for Points in Getting Started

If there are other things that you need pictures about, just email me.

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How to Login and Succeed at this Course - Also sent by email before the Course opens.

1. Go to <https://wcjc.blackboard.com>
2. You see a **Login Here** section on the left.
Before you login, notice the upper right section of the screen with the link **Help & Resources**. You will use that link to make sure your computer **and** browser work with this Blackboard.

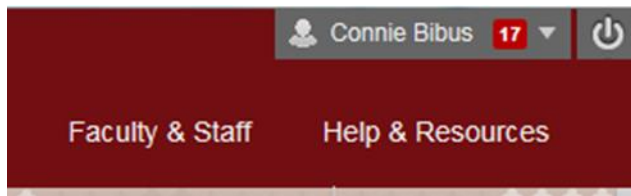
FYI: I care about you all, but I am **not** a techy. WCJC's IT can help (at Help & Resources). My 1 tech tip is—if your browser is not working or displaying what I say is there—try a different browser for a day.
3. Follow the directions in the **Login Here** section for what you type in those 2 fields.
4. Login on the Blackboard log in screen.
5. On the left side of the new screen see the words **My Courses**.
6. Look for our course and click on it.
Tip: the naming conventions for Blackboard courses have changed so you may have trouble guessing our course.
 - If you are taking US History I, look for the letters WWW 18 in the name
 - If you are taking US History II, look for the letters WWW 28 in the name
7. What you see when you click on the course varies with when you log in.
 - If you log in in **during** Getting Started, Blackboard automatically displays Read Me First and the Getting Started Learning Module.
 - If you log in **after** Getting Started has ended, Blackboard displays the Home Page and a list of Announcements.
Caution: You need to click on Learning Modules and then Getting Started and do the tasks there. Also, if you did not or cannot finish the Getting Started work before the date in the List of Due Dates, email your instructor in Course Messages (Blackboard's email) for what to do.
8. When you are ready to start history work, click on Learning Modules on the Course Menu and then Unit 1.

Caution: Please Do Not Come Into the Course This Way

The Director of Distance Education at WCJC encourages students **never** to use what is called Blackboard's Global Navigation.

The students that I have seen **fail horribly** used this tool in the upper right area next to the log out button.

**Do NOT use
this**



A **few** examples of disasters from this way to come in the course:

- Students thought they were failing because they clicked on something they thought was My Grades.
- Other students seem to think that they can click and go. They skip the instructions so they frequently fail and sometimes do work they did not need to do.
- Blackboard does **not** record that you are in the class so—as far as your instructor knows—you are not in the course.

What's on the Course Menu

Home Page

< When you come in the course, what you see 1st **after** Getting Started

Read Me First

<When you come in the course, what you see 1st **during Getting Started**

Contact Instructor

< Office hours, contact information – Ask! **I am glad to help you.**

Syllabus & Schedule

< Use as a reference that is searchable using Ctrl-F (Ctrl with the F key)

List of Due Dates

<The **only** way to know when to prepare and what's due and when

Course Materials

<**Two methods to locate Course Materials (work you do in the course):**

Learning Modules (All Content/All Graded Work)

- Learning Modules (Blackboard's word)—**Safer method**—Provides **everything** you need: from study guides, instructions, lessons, to primaries—including **all** of the Blackboard tools you use from assignments to quizzes to discussions to exams

Shortcuts to All Graded Work (No Content or Instructions)

- Shortcut to All Graded Work—Provides **only** Blackboard tools to submit work

Course Tools

<**Blackboard tools that we use in this course**

Discussions

<**Blackboard's tool** for **public** communication or **public** submission of writing by students.

Course Messages (Email)

< **Blackboard's tool** for **personal** communication, such as feedback on your writing.

Announcements

< **Blackboard's tool** for **public** news.

My Grades

< **Blackboard's tool** for your **personal** view of your grades in the Gradebook.

Tip: Make sure that the upper right at My Grades shows **Order by: Course order**

Help and Resources

<**Additional information**

Help with Blackboard

- Videos from Blackboard to help you with Blackboard's tools

College / History Resources

- College links, such as to Disability Services.











- History links, such as an introduction to the discipline of history, a searchable and sorted US Constitution, *Merriam-Webster Online Dictionary*, and to a map website

What's on Learning Modules? (Everything you need in one spot.)

The Learning Modules page not only gives you access to whatever is listed in the List of Due Dates, but gives you *reminders* of what we will be available on the date in the List of Due Dates.

For example, this screen was made before the course opened. At 8:00 AM, that first item will be gone and you will see the **actual** Getting Started module. The word **everything** on the right side of the page means instructions, all content, all tools, and a discussion so you can ask (and answer) questions to get help and to get points.

Learning Modules (All Content/All Graded Work)

 List of Due Dates This tells you where to work, when work opens, how to plan and prepare, when to submit—covering everything from the 1st day to the last day.
 The Getting Started module is available at 8:00 AM on 3/25
 General Course Questions & Repeated Announcements
 Unit 1: Creating a New America from 1860 to 1900 will be visible on the date in the List of Due Dates and after you Mark Reviewed
 Meeting the Respondus Requirements to Take the Final Exam will be visible on the date in the List of Due Dates
 Evidence Quizzes (Required to see the 3-Part Writing) will be visible on the date in the List of Due Dates
 3-Part Writing will be visible on the date in the List of Due Dates
 Unit 2: Moving to the World Stage - America from 1900 to 1945 will be visible on the date in the List of Due Dates
 Unit 3: Transformations – America from 1945 to the Near Present will be visible on the date in the List of Due Dates.
 Final Exam: 1860s to the Near Present will be visible on the date in the List of Due Dates.

< Another location for the List of Due Dates

< Everything for Getting Started

< Another location for the General Discussion

< Everything for Unit 1

< Everything to meet the Respondus requirement

< Everything to learn about Evidence rules requirement

< Everything for the 3-Part Writing from content to the Discussion tool

< Everything for Unit 2








< Everything for Unit 3

< Everything for the Final Exam

What's in a Unit? (All Units have the same things in the same order.)

All Units are organized in exactly the same way.

Unit 1: Creating a New America from 1860 to 1900 (MAR 27-APR 13)

	<u>Unit #1 Overview and a Checklist of What You Do in the Unit</u>
	<u>Unit #1 Study Guide</u>
	<u>Learning Quizzes for Unit 1 – Pre-Earn Points and Pre-Learn 30% of the Unit Exam</u>
	<u>Lesson 1: Big Business and Semi-Organized Labor, 1860–1900</u>
	<u>Lesson 2: Transformations in the South and West—Farmers, African Americans, and Native Americans</u>
	<u>Lesson 3: Turmoil of Politics, Urban/Rural Split, and Reform</u>
	<u>Lesson 4: Turmoil and Expansion Through 1900</u>
	<u>Unit 1 Learning Discussion</u>
	<p>The Unit Exam will open on the dates and hours listed in the List of Due Dates</p> <p><u>To prepare successfully</u>, remember: 8 of the 25 questions come from the Unit's Learning Quizzes.</p> <p>The remaining 17 are items on the Unit's Study Guide and are also covered in the Unit's Lessons. Questions ask you to prove you know something, not everything. (See the syllabus for more on this practical goal.)</p> <p><u>All Unit Exams have the same format</u>: Blackboard displays 1 question at a time. For each question, there are several possible questions so what students see varies. There is no backtracking.</p>

< A reminder of what happens in the Unit

< The Study Guide for the Unit (and **guide to 17 of 25 exam questions**)

< Learning Quizzes for the Unit (and **source of 8 of 25 exam questions**)

< Usually 3 to 4 Lessons in each Unit to help you see the patterns of history not just for a good grade but as a life-time understanding

< Learning Discussion for the Unit

< Reminder of where the exam will be and tips

How Do You Know What to Do Where and When?

Home Page	
Read Me First	
Contact Instructor	
Syllabus & Schedule	
List of Due Dates	
<hr/>	
Course Materials	
Learning Modules (All Content/All Graded Work)	
Shortcuts to All Graded Work (No Content or Instructions)	
<hr/>	
Course Tools	
Discussions	
Course Messages (Email)	
Announcements	
My Grades	
<hr/>	
Help and Resources	
Help with Blackboard	
College / History Resources	

< Use the List of Due Dates for **when and where to work**

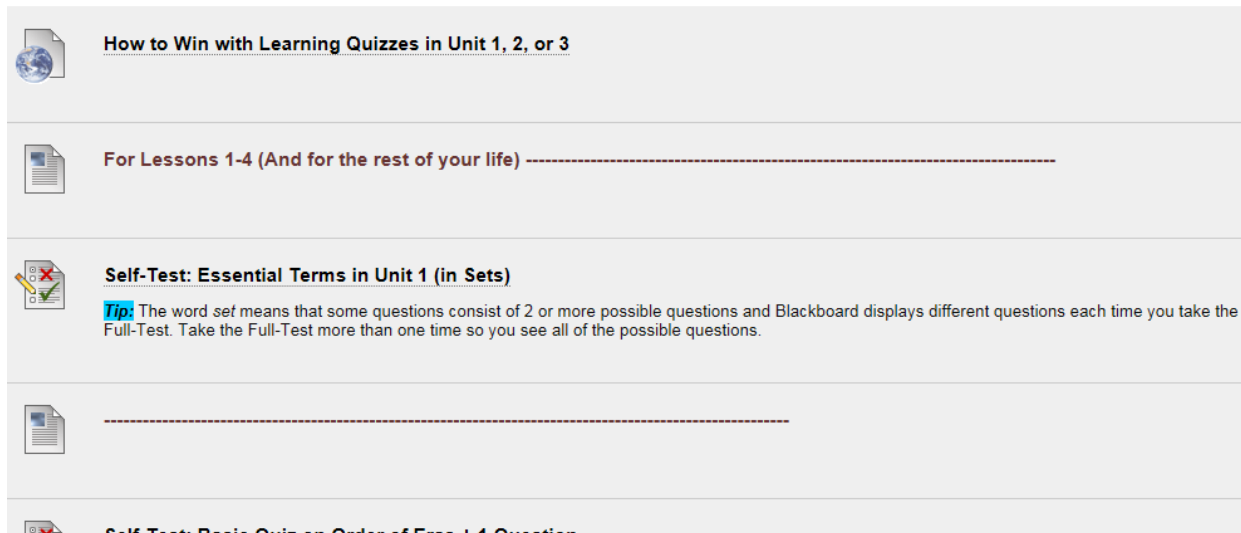
What's All This Stuff about Self-Tests and Full-Tests: How Do They Look?

This shows an example from United States History I, but it is also applicable to United States History II>

Notice Blackboard **Before** You Take the Self-Test on Essential Terms

Units begin with a quiz on common concepts in history that freshman students commonly do not know.

Learning Quizzes for Unit 1 – Pre-Earn Points and Pre-Learn 30% of the Unit Exam



The screenshot shows a list of learning quizzes in Blackboard. The first item is "How to Win with Learning Quizzes in Unit 1, 2, or 3" with a globe icon. The second is "For Lessons 1-4 (And for the rest of your life)" with a document icon and a dashed line below it. The third is "Self-Test: Essential Terms in Unit 1 (in Sets)" with a pencil and checkmark icon, followed by a tip: "Tip: The word set means that some questions consist of 2 or more possible questions and Blackboard displays different questions each time you take the Full-Test. Take the Full-Test more than one time so you see all of the possible questions." Below this is another dashed line and a document icon. The last visible item is "Self-Test: Basic Quiz on Order of Eras + 1 Question" with a pencil and checkmark icon.

Notice Blackboard **After** You Take the Self-Test on Essential Terms

Notice the Self-Test is still there—and you cannot retake it, but you can still look at and you should. **Why?** You need to know what you know and what you have to learn.

Notice there is additional material to help you teach yourself and below that the Full-Test you can retake as many times as you want—with the highest score counting.



The screenshot shows additional learning materials in Blackboard. The first item is "Self-Test: Essential Terms in Unit 1 (in Sets)" with a pencil and checkmark icon, followed by the same tip as in the previous screenshot. Below this is a document icon and the text "In the late 1700s 3/4s of the world's people were forced to work for a master - with yellow highlights". The next item is "Definitions to Help You about Forms of Government and about Servitude" with a document icon, followed by "Attached Files:" and two PDF files: "1301_Terms_Specific_to_Nations_Feudalism.pdf (246.017 KB)" and "1301_Definition_servitude_slavery_indentured_servant_vassal_subject_and_Related_Terms.pdf (355.264 KB)". The final item is "Full-Test: Essential Terms in Unit 1 (in Sets)" with a pencil and checkmark icon.

What's All This Stuff about Self-Tests and Full-Tests: How Do They Work to Help You?

One of my favorite thinkers about learning says that what make the difference for learners is their **knowing what they know and do not know**. This course tries to make it possible for you to learn what you do not know without cost to you in your grade. Here's what the syllabus says about how they work to help you.

Method of Using Quizzes to Help Students with Varied Backgrounds:

Whether Learning Quizzes on concepts or map locations (200 points) or the Evidence Quizzes for history (40 points), quizzes always consist of:

- A self-test so you find out what you know and you do not know. The name is **self**-test because **you** are testing **yourself** so **you** know what **you** need to do.) The goal is positive so **no** points are lost. Self-Tests are extra credit and have questions that are only worth .01. (A .01 is so small that it is equivalent to a penny compared to a dollar.)
Tip: On the other hand, it is in your interest to answer Self-Tests accurately so measure your own brain accurately for 2 reasons.
 1. You want to know what you know and do not know to save time and to correct or complete what you do not know. **Caution:** With Evidence Quizzes, this is particularly important because, if you miss many questions, you must follow instructions carefully because writing about history is different from your prior experiences.
 2. If you already know the content in the Self-Test and prove that by being correct on over 80 percent of the questions on that Self-Test, you earn the points for its Full-Test **without** taking it.
 Your instructor enters those points at the end of each Unit **after** the Learning Quizzes close.
- Once you submit the self-test, Blackboard **automatically** displays additional content (if needed) and a Full-Test so that you can earn full points while teaching yourself the vocabulary and map locations that you do not know. You may repeat as many times as you wish, and your **highest** score counts.

A Visual to Help You: How a Self-Test and its Full-Test works

You take a Self-Test	
↙	↘
You are right 80% or more of the questions. Notice what you missed.	You are right 79% or fewer of the questions. Jot down what you missed—not the whole question but brief words. Tip: You can always go back to look at the Self-Test again.
↓	↓
Blackboard sometimes displays resources, such as dictionary definitions. If you made more than a 0, Blackboard always displays the Full-Test.	Blackboard sometimes displays resources, such as dictionary definitions. If it does, use Ctrl-F (Find) to search the resources for what you missed. (Ask if you need help.) If Blackboard does not display the Full-Test, you made a 0 on the Self-Test. (Tip: You can confirm that at My Grades.) Email bibusc@wcjc.edu with your name, class, and the exact name of the Self-Test. I will reply back that I deleted the 0 so you can take the Self-Test.
↓	↓
If you want to, you may take the Full-Test. When the Unit tests close, your instructor enters Full points for you.	You take its Full-Test until you understand. Your highest score counts.
↓	↓
You have the Full points because you already knew it.	You have the Full points because you taught yourself.

Tasks You Do During Getting Started

The list of tasks for Getting Started is the same one in the Course Plan that you complete during Getting Started.

Assignment	Points
Take Syllabus Acknowledgement Quiz. (Caution: You must do it to stay in the course.)	1
Respond to Before the Class Opens email according to the directions.	10
Post your Introduction in the Discussion available from Getting Started.	4
Complete Your Course Plan for Your Grade and submit it in its Blackboard Assignment. Caution: If the total of the assignments and the letter grade you choose do not match, you will have to do this over. You are only as good as your plan.	15
Complete the Searchable Syllable Assignment and submit it in its Blackboard Assignment. Caution: Be sure you look at the links in that Searchable Syllabus. This is what I would show you if I could sit with you so you could know how to succeed.	10
Total for this Section of the Course	40