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

If there are other things that you need details or pictures about, just email me or post in General Course Questions & Repeated Announcements & Tips.

All but the tasks list are set up to look like a book with a left and right page side by side. It was the only way I could show things that I would tell you and draw for you if we were talking together. It is not pretty, but do read the **left** and **right** sides of the "book" **together.** The Tasks You Do During Getting Started are just on landscape pages.

What is in Course Orientation?

Quick and Temporary Note: Some of the illustrations of parts of the course are not yet current.

How to Login and Start Your Work on a Safe Path

1. Go to https://wcjc.blackboard.com – Distance Education's **Direct Link**. Save or Bookmark it so you can get to Blackboard if WCJC is down.
2. **Before** you login, notice the **upper right** section of the screen with the link Help & Resources. Click on it and use what is on its screen with the "Before Your Class Opens" email from your prof to make sure your computer **and** browser work with **this** Blackboard.
3. After you complete step 2, return to the Login screen and do the **Login Here** section on the left. The directions say what you type in those two fields. Then press the Login button.
4. On the **left** side of the **new** screen, you see the words **My Courses.**
5. Look for the words **US History** in the course name and click on it.
   Tip: If you are taking 2 history courses at one time, WWW **1**8 is for US History **I**; WWW **2**8 for US History **II**
6. On the **new** screen, notice the **upper left** section (called the Course Menu). With the exception of Contact Instructor, what you see on the Course Menu is **also** in Getting Started:
   - Read Me First
   - Contact Instructor
   - Syllabus & Due Dates
   - List of Due Dates - The above but without the syllabus.
7. What you see at the wide, **right** frame varies with **whether** you log in:
   - **During** Getting Started–Blackboard displays Read Me First in the wide, **right** frame of the screen. It says what you need to do, including telling you **where to click next**.
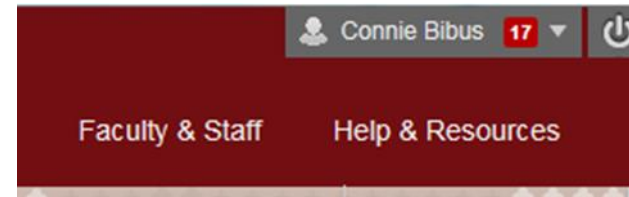
     Caution: If you come in after 2 days, you **must** click on Getting Started and do the tasks (50 points) listed at the end of Course Orientation. If you need help, contact your instructor.

   - **After** Getting Started ends–Blackboard displays **all** Learning Modules for the **entire** course. They open 1 by 1 according to the List of Due Dates. **Tips**: 1) **What's a module?** Something that contains **all** you need to complete a **part** of a course—**all** the **content** and **all** the **work** you submit. 2) **Stay on Learning Modules and you are always in the right place.**

Caution: For Your Sake, Do Not Come Into the Course This Way

As the illustration shows, do not click where the arrow points.

Do NOT use this

↓

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

What I have seen is that students who use it **fail horribly. Examples:**

1. Blackboard did **not** record that these students were in the course so—as far as their instructor knew—they were not in the course.

2. Some students thought they were failing because they clicked on something they thought was My Grades—but it was not.

3. Many students thought they could just click on an assignment or test or discussion and just submit **anything**. They failed because they:

   - Did **not see** the List of Due Dates – a **key to success** in courses.
   - Did **not plan** their work, such as not seeing the instructions.
   - Did **not allow enough time** to do the work, such as starting their 100-point writing at 9:30 PM on the day it was due at 11:59 PM.
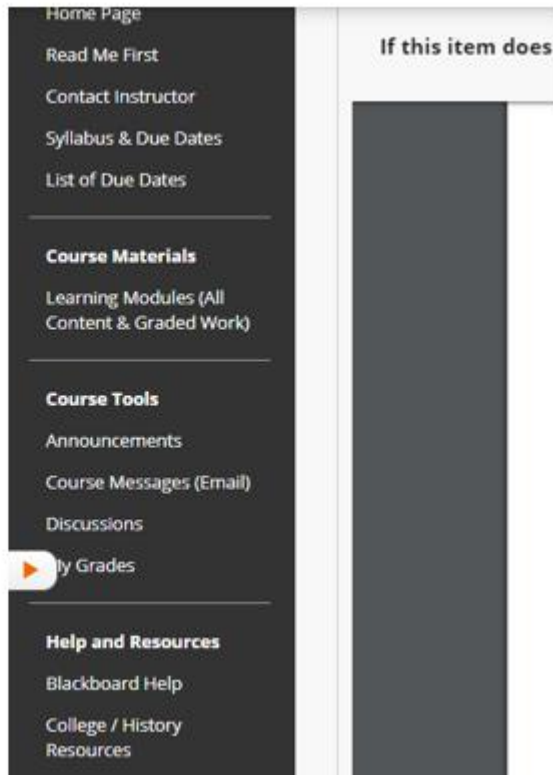   - Did **not** see the resources already provided for the work. **Examples:**
     o Required links to WCJC's links to show students how to download Respondus Monitor and to take a test with it
     o Required primaries for writing
     o Required list of Terms for the Study Guide for a Unit Exam.

1st Steps in Getting Started

In this class, "Read Me First" tells you **what you do** in Getting Started and **where to do it. Blackboard** automatically opens Read Me **as the picture below shows**:

- On the **left**, what Blackboard calls the **Course Menu**
- On the **right**, a bit of the right of the screen where Blackboard automatically displays the "Read Me First" file and fills the screen.

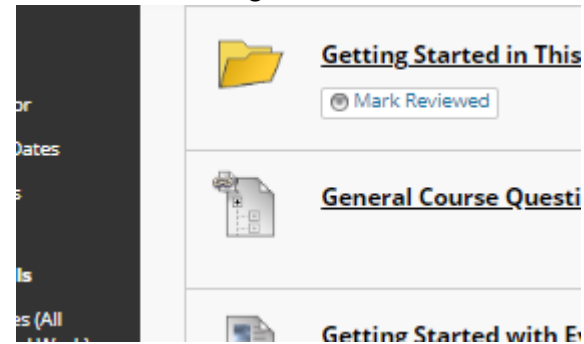1. Now click on Learning Modules (All Content & Graded Work).
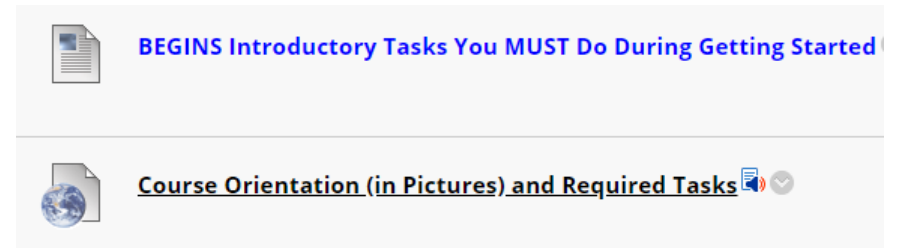

2. Now click on Getting Started.

3. At the top you see this. Skip it for now.

4. Scroll down to this:

5. Do **each** item from the **top** to the **bottom in order**.
6. Start with Course Orientation and look at/think about the pictures. They are what I would show you online in the course if we were sitting and talking together.
7. The end of the Course Orientation lists every task you need to do for the 50 points—and to do well in this class.

Key to Success with Learning Modules (All Content &Graded Work)

The word **module** means that something contains **all**—all **content** and work for a **grade**—that you need to complete a **part** of a course. Pass all modules and you pass the course.

You do **not** have to hunt around—you just have to come in the **right door**:

- The **right door** is Learning Modules (All Content & Graded Work)
- The **Key** to Success is the List of Due Dates

Notice that Getting Started in This Course is at the **top:**

- Of the List of Due Dates on **this** page
- Of Learning Modules (All Content & Graded Work) on the **next** page

List of Due Dates - **Print ME!** Notice the Blue ☑ Boxes (on the left) for What You Must Do—and When. Check off each 1 as you do it—and you will do very well!

Getting Started in This Course – August 26-August 28

Assignment Type	Assignment Name	Date Range/Due Date	Points
Required Reading	• Instruction at the top of the folder (README 1st) • All documents located in the Getting Started section	August 26-August 28	--
Graded Assignment(s)	• Introductory Tasks in Course Orientation (Password you need for 1 of those tasks: DueDates)	August 28 by 11:59 PM	50

Getting Started with Evidence - Caution: Required to do Writing #1 and #2 (August 28-September 15)

Assignment Type	Assignment Name	Date Range/Due Date	Points
Required Reading	• Instruction at the top of the folder • Any resources displayed after you take a Self-Test	August 28-September 15	--
Graded Assignment(s)	• Instructions at the top of the folder, including if you already know all of a Self-Test or do not. • Using those instructions, take Evidence Quizzes 1-4.	September 15 by 11:59 PM	40

Unit 1: From New World to New Empires – 16th Century to 1776 (August 28-September 15)

Assignment Type	Assignment Name	Date Range/Due Date	Points
Required Reading	• Instructions at the top of the Unit 1 folder (both Unit 1 Overview and Unit 1 Study Guide) • All 4 Lesson Links • Any Primary Sources with a Lesson	August 28-September 15	--
Graded Discussion (Posts or Replies to Posts)	• Instructions in the Prof's first posts. • Unit 1 Learning Discussion -Not posts about opinions • Unit 1 Videos (Optional but may be used as posts)	September 15 by 11:59 PM	30
Graded Assignment(s)	• Instructions at the top of the folder, including if you already know all of a Self-Test or do not. • Using those instructions, take all Learning Quizzes.	September 15 by 11:59 PM	70
Exam	• Unit 1 Exam	September 13 to September 15 by 11:59 PM	100

Respondus and 2 Ways to Be Able to Take the Final Exam (September 8-September 29)

Assignment Type	Assignment Name	Date Range/Due Date	Points
Required Reading and Viewing	• Instructions at the top of the folder for the 2 Ways • Checklist required with the Sample Respondus Exam	September 8-September 29	--

If you look at the 2nd page of the List of Due Dates, you will see the remaining modules down to the one for the Final Exam.

What You See on Learning Modules (All Content & Graded Work)

This page shows the screen in the first days of class. The open items are:

- Getting Started in This Course
- General Course Questions discussion

The rest of the items are placeholders. At 12:00 AM on the day in the List of Due Dates, Unit 1 will open. The others open on the List of Due Dates.

Each module begins with information to tell you what to do.

📁 **Getting Started in This Course – August 26-August 28**
   ⊚ Mark Reviewed

General Course Questions & Repeated Announcements & Tips

Getting Started with Evidence will be visible on the date in List of Due Date

Unit 1: From New World to New Empires will open on the date in the List of

Respondus and 2 Ways to Be Able to Take the Final Exam will be visible on

2 Required Writings will be available on the date in the List of Due Dates

Unit 2: Making a Revolution to Making a Nation will be visible on the date i

Unit 3: Transforming the Nation will be visible on the date in the List of Du

Final Exam: 16th Century to 1877 will be visible on the date in List of Due D

How to Find What You Need for Your Grade (and Brain) in Any Unit

All Units are organized in exactly the same way. All Units contain all content and **all** tools (Discussions and Exams) used with that content.

You want to use the Units to learn history—and the items together will help you do that. You also have the **practical need to pass** in a reasonable amount so the left column tells you how each part can help you pass the course.

A reminder of what you have to **do and** the **points>**

Guide to 17 of 25 exam questions>
Source of 8 of 25 exam questions>
Videos for Learning Discussion posts **>**

A part of content>

Learning Quizzes and Pre-Earning Points If Complete before the Exam

There are 200 points for Learning Quizzes in the 1000-point course, with the quantity varying with the Unit. Think of it this way:

- With an Exam, you can study hard (or so you try to do) but still make a low grade
- With Learning Quizzes in this class, you can:
    - Either know the content before you came to class and prove it with a Self-Test (covered on 12-13) and get **all the points**
    - Or use its Full-Test (covered on 12-13) repeatedly to help yourself drill and **get all the points**

The Remaining Parts of Unit 1 and all Units

This screen does not show Lessons 2 and 3.

A part of content>

A primary source>

Unit's Discussion>
A placeholder for the Unit Exam>

Things You Might Want to Do That Are Available on the Course Menu

Scan down the left side looking for what you want to do.

Home Page
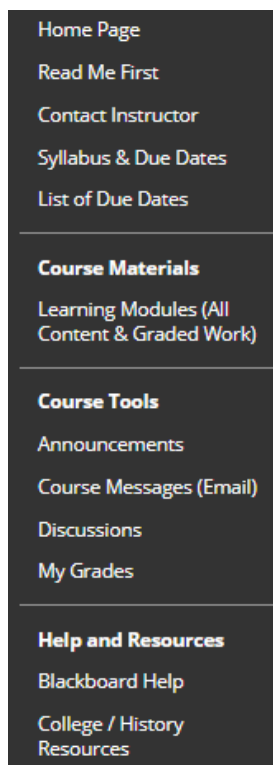
Read Me First

Find out how to contact your instructor **>**   Contact Instructor

Know course work and course and WCJC policies **>**   Syllabus & Due Dates

Know when to prepare and what's due and when **>**   List of Due Dates

Course Materials

In one place, all content, tools, and instructions **>**   Learning Modules (All Content & Graded Work)

Course Tools

Information from your **instructor to the class >**   Announcements

Information **between** your **instructor and you >**   Course Messages (Email)

Tip: Use the discussion within the Learning Module **>**   Discussions

Information from your instructor to you on grades **>**   My Grades

Help and Resources

Blackboard's videos on how to use Blackboard **>**   Blackboard Help

College links, such as to Disability Services **>**   College / History Resources

History Resources from your instructor **>**

History Resources

History resources include:

- Introduction to the discipline of history
- A searchable and sorted us constitution
- *Merriam-Webster Online Dictionary*-the only outside resource use for the Ask/Answer/Share moderated discussions
- Map website

Details and Tips about My Grades

This is Blackboard's tool for your personal view of your grades in the Gradebook. It has the same data as the instructor's gradebook, but it is not organized in the same way.

Tip about the Setting to Use to Display My Grades

Make sure that the upper right at My Grades shows:

Order by: Course order

If you have My Grades in Course order, you will be able to tell if you have missed some assignment. For example, you can tell if you never did the Full-Test.

Tip about Reading a Comment by a Grade or a 1.11 Grade

You instructor may place a comment by your grade. At My Grades, you can click on it to read what you need to do.

In this course, your instructor uses an odd series of numbers to indicate that you need to do something in order to solve a problem with a grade. If you see a number 1.11, do:

- Read the Comment
- Act quickly
- And ask if you need details (I posted the Comment and the 1.11 because I was trying to give you a chance and to avoid a lower grade.)

How Do Self-Tests and Full-Tests Work to Help You?

A common sense, brilliant thinker 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. One of the Good Deals in this class is we use Self-Tests and Full-Tests. Self-Testing lets people—without losing points—know what they know and do **not** know **before** they do graded work. Self-Testing helps people with two kinds of content:

- Content such as vocabulary words, concepts, and map locations—things best learned by drill (repeated, corrected practice)
- Content such as instructions for work that **may seem similar to prior experience** but **may not be**—things best realized by questions where a person must choose what he or she thinks the question means and then sees whether he or she caught on correctly

As the syllabus says, whether you are working with Learning Quizzes (200 points) or Evidence Quizzes (40 points), these quizzes work this way:

- A **Self-Test** lets **you** find out what **you** know and **you** do not know. To succeed, you need to measure yourself accurately—but with this grading system you do **not** lose points with Self-Tests. Self-Test questions are only extra credit and only worth .01 each. (Think of .01 as a penny to a $.)
- Once you submit the Self-Test and have at least 1 question correct, Blackboard **automatically** displays:
  1. Additional information If needed for you to succeed
  2. **Full-Test** with the **same** questions in the Self-Test, but with each question worth 1 or more points. With this grading system, you can earn full points while teaching yourself what you did not know. **How?** a) You may repeat as **many times** as you wish. b) Your **highest** score counts. If you persist, you can earn **all** of the possible points. That means you can **pre-earn** 24% of your grade if you complete them before the due dates.

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

Password: selftest   <Notice no spaces, no punctuation, no capitals

When you take a Self-Test, what happens is different dependent on:

- Whether you are right on 80% or more of the questions (left side)
- Whether you are right on 79% or fewer of the questions (right side)

Read each row side by side so you can compare what happens.

You take any 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 your instructor in Course Messages the exact name of the Self-Test. I will reply back that I deleted the 0 so you can take the Self-Test again
↓	↓
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 make the highest points. 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

If You Want to Know Why Getting Started Is Only 3 Days? (==Caution==: 3 Days on a 16 week Calendar Is **6** Days on an 8-week Calendar)

What's the Reality?

- In an 8-week course and **every** week in that 8 weeks, we must complete **2 weeks' work in 1 week**. Faculty are not allowed—and we should not be—to reduce the assignments in an 8-week course. You will get full college credit for this class because you did the same amount of work as a student in a 16 week course.
- If we are not starting history work at the end of the first 3 days of class (actually 6 days of class), we cannot have enough of time for the **regular** required work by the end of the last day of class.

What's the Attempt to Give All Students Their Best Chance?

- I **cannot drop** assignments for you as a class or for individuals in the class
- But I can try to **offer flexibility** to everyone in the class. **Examples of Flexibility**: Opening an exam over 3 days. Having writing assignments open for at least one weekend. Having the Unit's Learning Quizzes and Learning Discussion open until the end of the Unit's Exam. And such as the policy below for what happens if you come in after Getting Started is over.

Section from the Syllabus on Getting Started Activities and Trying to Give All Students Their Best Chance in Getting Started

The Getting Started activities are listed on the last page of the Course Orientation link. If you come in past the due date, you **must** still do these activities, but I will record—temporarily—a 1.11 for each grade with a Comment about the grade if it had been on time. At the end of the term, you email your instructor that you have **not** been late with **any** other assignments. I then change the 1.11 grades to match what I have entered in the Comment for that grade.

What Are the Tasks You Need to Do for the 50 Points and to Figure Out How This Course Is a Very Good Deal?

#	Assignments You Must Do in Getting Started (With those worth **0** points are reminders you to protect you.)	Points
1	Take the quiz named This Course Is Different but It Is a Very Good Deal. The **password** is in the link for the List of Due Dates (in Getting Started and on the Course Menu). When you are looking for the password, look in the top section of the List of Due Dates—and in the copy provided at the top of Getting Started. The password is in ==yellow==.	5
2	**Tip:** Before you do this, look at **How Do Self-Tests and Full-Tests Work to Help You?** and at **A Visual to Help You: How a Self-Test and its Full-Test Works** (1. Take the quiz named Self-Test: Dangerous Assumptions. The description with the quiz tells how this works and the password. It also tells you what Blackboard automatically displays: 2. Blackboard automatically displays: - The same questions that you saw followed by answers. - The Full-Test (Each question 2 points). 3. Take the Full-Test. If you do not get all 20 on the first try, take it again until you do. **Why?** You want to know to reality so you avoid problems. Reminder 2 from the Before the Class Opens email means that you will get an additional 5 points.	20

3	Take the quiz named Syllabus Acknowledgement Quiz. (**Caution:** You must do it to stay in the course. To ensure that that happens, you will not see Unit 1 Exam, unless you take this quiz. Do this during Getting Started so you do not forget.)	1
4	Respond to the **Required Before the Class Opens Email** according to the directions. This is in your **wcjc.edu** email. This is the **only** task you do that you do **not** do in the Getting Started folder, but instead in wcjc.edu email	10
5	Respond to the **Required After the Class Opens Email** according to the directions. Use the link Course Messages (Email) that is in Getting Started. **Cautions:** You do need to show that you know how to reply to emails in Blackboard. **Why?** Your feedback on written work comes through Blackboard email and you do not get the points and are not able to see the next writing until you reply to that email per the directions.	10
6	Post your Introduction in the Discussion that your instructor placed for you in Getting Started. **Tip:** In Course Orientation this is meant to be the last thing you do. You can earn 50 points and this is only 4 points.	4
7	Copy this link from the 1st page of the official syllabus into an email message (or any other tool that you have that you can get to from anywhere): Online at Blackboard Login Page Link Address: wcjc.blackboard.com. **Why?** WCJC has had times when we could not get to Blackboard through the WCJC connection. We have always been able to get to Blackboard from that Link Address. It has always been open.	**0**
8	Make sure you prepare your computer using the tips in General Course Questions & Repeated Announcements & Tips. That post also tells you about your needing to get the required textbook and the required external webcam.	**0**
	Total for this Section of the Course	50