

Welcome DePaul Online Students

Congratulations! If you are reading this you successfully have logged in to the Blackboard online classroom for MPS 520 Values-Centered Leadership.

Please read carefully through the following important orientation information. Please note the "Print All" link in the upper right portion of your screen. This allows you to print and view all the information in one document.

1. **Course Menu Part I: Announcements, Syllabus, Schedule**
2. **Course Menu Part II: Assignments, Lectures, Other Readings, Useful Links**
3. **Course Menu Part III: Dialogues and Groups, Wimba**
4. **Course Menu Part IV: Email, My Homepage, My Grades**
5. **Course Menu Part V: Faculty Profile, Technical Help, Academic Help, Roster**
6. **Technology Checklist**

1. Course Menu Part I

On Blackboard you will be able to access the following menu icons on the left of the screen. Clicking on these icons will lead you to important content, activities and communication tools. Please read the following explanations carefully.

- **Announcements**

This is where you will find updates of new information and friendly reminders. All past announcements will be stored here. Generally, announcements posted here also will be emailed to all students registered in the course at their DePaul address on record.

- **Syllabus**

- o This is the formal "contract" between the student and the instructor. It spells out all of the expectations and assumptions around what will be covered in the course, and what will be required of you, the student. Continuing with the course after the first week will be considered a sign of your acceptance of the stipulations provided in the Syllabus.

- o **READ this! You will be expected to know what is in this document and to abide by it.** This document includes: Course Goals and Objectives, Course Ethics and Policies, Assignments, Readings, and the overall Course Schedule. Note that you are not required to purchase any of the books listed in recommended readings, but you may want to seek them out for further information.
- o If you have questions about any items within the syllabus, please bring them up, either individually with me, or with all of us in the course, through the Discussion Board "Q and A" Forum (others may have the same question(s) you have).
- **Schedule**
 - o Here you will find a chart with the schedule for the weekly readings, lectures and assignments.
 - o It contains the same scheduling information as the Syllabus, but in an easier-to-read format.

2. Course Menu Part II

- **Assignments**
 - o First place to go each week to find instructions on weekly assignments as well as any documents, activities, lectures, video clips, supplemental readings, etc., you will need to complete assignments.
 - o This is best place for you to begin each week to orient yourself to the course requirements for that week. Remember, the "Print All" link in the upper right portion of the screen allows you to print and view all the assignment information in one document.
- **Lectures**
 - o This menu item holds all the Instructor lectures for each week of the course.
 - o Generally, links to these lectures will be included in the Assignments Page, but if you want to review them, they will all be "parked" here.
- **Other Readings**
 - o This menu item contains all documents related to the course, beyond the lecture notes (e.g., handouts, PDFs of any optional additional readings).
 - o As is the case with the Lecture Notes, these materials will be linked from the Assignments and will also be "parked" here.

- **Useful Links**

This menu item contains URLs of web resources relevant to the course materials. It will be updated periodically.

3. Course Menu Part III

- **Dialogues and Groups**

- o This is our "classroom" environment. Entry here brings you into dialogue forums with the instructor and your classmates. (I prefer the word "dialogue" to "discussion.") This is done through the use of "Forums" and conversation "Threads."
- o Some conversations will be started by your instructor, some started by your classmates. In each discussion forum, you will have several options:
 - You can read the initial "thread" posted by the instructor and respond by hitting "reply" and adding your comments.
 - You can start a new "thread" on a question or comment related to the topic covered in the week's lesson as indicated by your instructor
 - You can read the "threads" posted by your classmates and respond by hitting "reply" and adding your written comments.Additional instructions specific to each Forum will be included as needed.
- o Following the first week of class, you will be invited to join a few of your classmates in a small working group. This group is intended as a study and ongoing conversation group to enhance your learning experience. Additional instructions specific to each Group dialogue will be included as needed.
- o "Q & A" Forum: Go to this forum when you have a question regarding the overall course, individual assignment or the course technology. Posting your question here will allow other course participants to see your question and either respond with an answer or realize they have the same question. I will check this folder at least once every day.
- o "Open" Forum: This course attempts to cover a number of issues within the scheduled time period. However, you may want to expand on some of the issues raised or be aware of additional issues that lie outside the parameters of the course syllabus, yet are related. Feel free to open a conversation thread on a topic of your own. THIS IS ENTIRELY OPTIONAL. Others may join you in the conversation, or not. If not, feel free to carry on a conversation with yourself! This kind of "thinking out loud" may help you learn more about your own position on the issue.

- o HINT: Some people find it confusing to try to follow the various "threads" of a conversation in Blackboard. If you are having difficulty, try this: On your screen, on the lower toolbar, you will see on the left a window that says "Select.All" Next to it is the word "Go." Click on "Go", and you will see that a check mark appears in the little box next to each thread. Next, at the top of the screen on the upper toolbar, you will see an icon that looks like an open cardboard box, with the word "Collect" beside it. Clicking on this icon will collect all the reply threads into one document in a new window on your screen. In this new window, you can simply scroll down to read through all the posts at once. If you only want to collect a few threads, you can select them individually by clicking on the little boxes to the left only for the ones you want to collect.

- **Wimba**

Wimba Classroom is an online communication tool, available through Blackboard. It will allow us to collaborate synchronously online and view and conduct live online presentations. More information about using the tool is available under the Technical Help menu item. You can access this information directly at <http://sites.google.com/a/iddresources.org/mps-help/wimba>.

4. Course Menu Part IV

- **Email**

- o This is your Email connection point to everyone in the course. Go here when you need to email a message to one or all of us.
- o To make sure you receive communication sent to you via Blackboard you need to do the following:
 - A) Log on to Campus Connect <https://campusconnect.depaul.edu/>
 - B) Click on "Demographic Portfolio" under the Main Menu, and select "Email Addresses"

Your current/active address should be listed, designated as "Home" (under Email Type), and have the "Preferred" box next to it checked. If not, do the following:

 - 1) Change the type of the address currently designated as "Home" to something else
 - 2) Click on "Save" and then on "Ok"
 - 3) Click on the "Add an Email Address" button, enter your current/active email address, select "Home" as the email type, and check the "Preferred" box next to it.
 - 4) Click on "Save" and then on "Ok" - Log out of Campus Connect

Your changes will be forwarded to Blackboard by midnight of the day you submit them to Campus Connect. For current quarter changes, you need to submit them by the course drop deadline.

- o Rather than email the instructor with course related questions, please use the "Q & A" Forum in the General Discussion Board area. If you place course questions in the "Q and A" and regularly read it, we need only answer a particular question once. I promise to check this conference at least once within a 24-hour period. However, you may find that another student can provide you with an answer before I do.
Emails should only be used for personal information you need to share, not questions about the overall course or assignments.

- **My Homepage**

Visit this area to enter information about yourself that you'd like the rest of the course participants to know. You will be able to add images, web links and more. This homepage will be accessible to the rest of the class via the Roster menu item.

- **My Grades**

Visit this area to view your grades per course assignment, after they have been posted by the instructor. Make sure to check for any comments on your grades.

5. Course Menu Part V

- **Faculty Profile**

- o Look here for important contact information.
- o You also will find a brief description of your instructor's educational and professional experiences, and personal interests.

- **Technical Help**

Look here before posting a technical question in the Q & A Forum. This section includes extensive technical support resources relevant to this course.

- **Academic Help**

Links to the DePaul Library, Writing Center, Academic Integrity policy and other useful resources.

- **Roster**

List of all the students enrolled in the class and their email addresses, provided they have made them public within Campus Connect. If a student has created a personal Homepage, using the My Homepage menu item, it will be accessible from here, by clicking on the student's name.

6. Technology Checklist

- **Browser and plug-in check**

Visit the System Test page http://utconline.utc.edu/system_test.php at the University of Tennessee to run an automated browser and plug-in test that will help you configure your browser for this Blackboard course. This resource automatically checks a list of ten items, marking items that pass the test in green and items that need attention in red. Follow the instructions next to items in red to resolve any problem(s) and re-run the test.

- **Wimba**

- o Choose a computer with a high-speed internet connection, audio/video capabilities, and a large monitor (a laptop's monitor will also work but not as comfortably as a larger screen).
- o Connect a headset that includes a microphone to your computer's headphone and microphone slots (USB headsets are not recommended; use a headset that includes two mini-plugs).
- o Open the Wimba Classroom Setup Wizard <http://67.202.210.80/wizard/wizard.html> and follow the prompts to test your computer's preparedness in terms of i) pop-up windows, ii) java plug-ins, iii) browser, iv) security settings, and iv) audio. If, at any stage, the test stalls, follow the instructions. The test will have to be restarted after each stall.

If you need assistance, contact Wimba Technical Support toll-free at 866-350-4978.

- **Blackboard tutorial**

Click below for a Short Flash tutorial on the Blackboard functions you will be most likely to use.

http://www.itd.depaul.edu/website/media/blackboard_flash_tutorials/Students

Again, welcome to the course!