

# ONLINE COURSE TUTORIAL

## 1. General Information:

Fill in the following information and keep it in a safe place for your quick reference.

Course Name: \_\_\_\_\_ Course ID: \_\_\_\_\_

Instructor: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

Instructor Phone: \_\_\_\_\_ Instructor Fax: \_\_\_\_\_

Instructor Address: \_\_\_\_\_

Blackboard URL Address: <http://olc.spsd.sk.ca:8080>

Username: \_\_\_\_\_ Password: \_\_\_\_\_

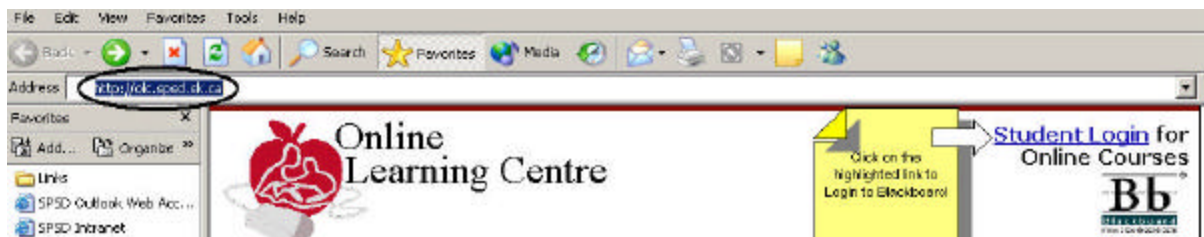
Your email address: \_\_\_\_\_

For this course you will need the following minimal requirements:

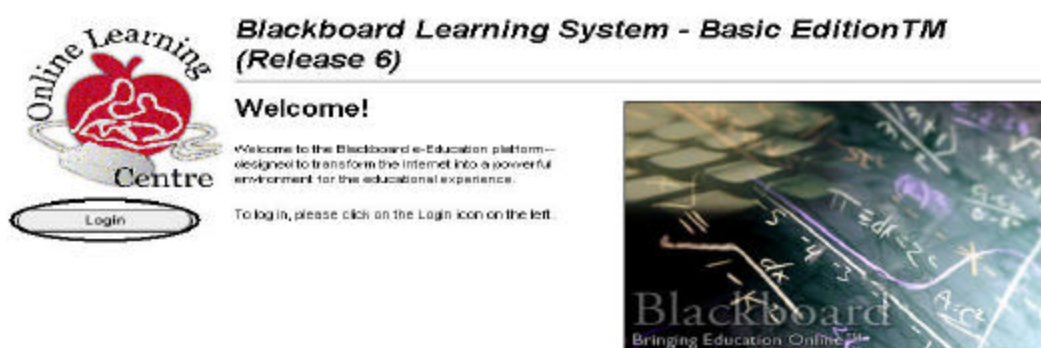
- A Web browser – Internet Explorer 5 or higher.
- An email account and the knowledge of how to send and receive email.
- The ability to navigate the Web (use a browser).
- The ability to open, close, save, and send files and attachments in Rich Text Format.
- Adobe Acrobat Reader.

## 2. Finding Our Online School:

The first thing you need to do is access the course. To get to the right place on the web, you need to type the Web address <http://olc.spsd.sk.ca> in the address box at the top of your browser window and then press enter. Once there, click on the Student Login (top right).



You should arrive at a page that looks similar to the following picture. Click the Login button.



### 3. Logging On To Blackboard:

A new screen will appear that contains two blank boxes for you to fill in: your USERNAME and your PASSWORD.



Welcome to **Blackboard Learning System™ (Release 6)**. Please enter your User Name and Password to access your e-Learning system.

**Have an Account? Login Here.**

If you already have an account, enter your login information here and click the "Login" button below. If you do not have an account, please click on one of the buttons to the left.

USERNAME:

PASSWORD:

Fill in the boxes with the username and password provided to you by your instructor, then press enter or click on the Login button. The information is case sensitive so be sure to enter your username and password exactly as provided. If you are successful, it should bring you to the Online Learning Center web page that looks like the following picture.

### 4. The Blackboard Interface:

The SPSD tab, circled above, provides you with your personalized Courseweb page that welcomes you using your name. You will notice tabs at the top of the page labeled "SPSD", and "Courses". These are used as navigation tools to move from section to section. This page also has separate boxes to list any courses you are registered in, any announcements relating to your courses, your calendar, and your tasks. On the left side of the page you will notice some tools that allow you to navigate to various parts of our classroom.

## 5. To Access Your Course:

To access your course, click on the course name link in the “My Courses” box.

The screenshot shows a dashboard titled "Welcome, A2" with a "Tools" sidebar on the left. The "Tools" sidebar includes links for Announcements, Calendar, Tasks, View Grades, Send E-mail, User Directory, Address Book, and Personal Information. The main content area has four panels: "My Announcements" (no announcements), "My Calendar" (no events), "My Courses" (enrolled in Mathematics A30 - Sem 2), and "My Tasks" (Chapter One - Lesson 1). The "Mathematics A30 - Sem 2" link in the "My Courses" panel is circled in black.

The opening screen will always contain your announcements. Notice the tabs circled below which can be used to navigate to previous postings. "View Last 7 Days" is a good default setting so you can see the announcements for the entire week. Please be sure to read your announcements each day. Important information and deadlines are posted in this area.

The screenshot shows the "Online Learning Centre" header with "S.P.S.D." and "Courses" tabs. The breadcrumb trail is "COURSES > MATHEMATICS A30 - SEM 2 > ANNOUNCEMENTS". The page title is "Mathematics A30". Below the title are four navigation tabs: "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". These tabs are circled in black. The "All Announcements" section contains two entries: "Mon, Jun 09, 2003 -- Final Exam Information" and "Wed, Jun 11, 2003 -- Final Exam Room # 207".

Below the tabs located in the blue area at the top of the page, you will notice a trail of “bread crumbs” left as you move to various content areas. The tabs and breadcrumbs are efficient ways to move between content areas and to retrace your steps within a content area.

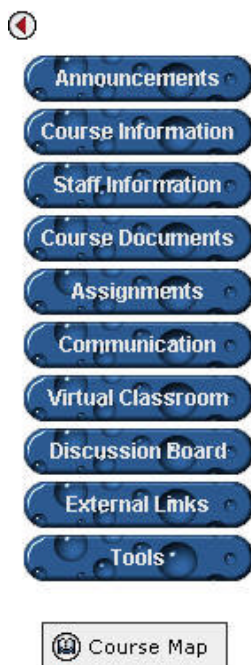


The three buttons in the blue area at the top of the screen take you to “Home”, “Help”, or “Logout” of blackboard. The Home and Help buttons take you to external Blackboard sites. You probably won’t use these buttons. The important one for you is the Logout button. When you are finished your work each day, be sure to click the logout button – especially if you are using a machine shared by other people.



## 6. Course Navigation Buttons:

There are navigation buttons on the left of the page. Some of these buttons may change or may not be available until later in the course. If you are taking more than one online course, the navigation buttons may look slightly different in each course. Don’t worry if your screen does not appear exactly like this one. The navigation buttons allow you to move to various areas in the classroom. Clicking a button will take you to related materials in that area.



- The Announcements area is the first thing you will see each time you login to your course. Be sure to check these daily for any new postings.
- The Course Information area provides basic information for learning online, course evaluation, timelines, etc.
- The Staff Information area provides you with the teacher address, email, phone and fax numbers.
- The Course Documents area is where your online lessons are placed.
- The Assignments area is a listing of textbook and other required course related assignments.

- The Communication button takes you to a number of tools available to you for communicating within the course. You may find additional tools placed here as we move through the course. Please don't be confused if tools are missing or not currently available on your screen.

[COURSES](#) > [MATHEMATICS A30 - SEM 2](#) > [COMMUNICATIONS](#)



[Announcements](#)



[Send E-mail](#)



[Collaboration](#)



[Roster](#)



[Group Pages](#)



[Discussion Boards](#)

- Send E-mail allows you to send email to the instructor and the other students taking the course.
- Discussion Board will be used to respond to various topics posted. This is a repeat of the button found on the main navigation buttons and is discussed in more detail below.
- Virtual Classroom is a chat room, and whiteboard area. This is a repeat of the button found on the main navigation buttons and is discussed in more detail below.
- The Roster is a list of student names and email addresses.
- Group pages are a list of groups created in the course, and access to private group areas.

- The Virtual Classroom allows the instructor and students to participate in real time lessons and discussions and also view archives of previous classroom sessions. The virtual classroom can be used to hold "live" classroom discussions.
- The Discussion Board is another communication tool that is designed for asynchronous use, meaning students do not have to be available at the same time to have a conversation. It is an organized way of discussing class related topics.
- External Links are areas where instructors can suggest external websites that may provide extra help in selected areas of the course.

- The Tools button provides you with another series of options available in the course. This menu many change during the course as various tools are needed. Please be patient.

[COURSES](#) > [MATHEMATICS A30 - SEM 2](#) > [TOOLS](#)



[Digital Drop Box](#)



[Edit Your Homepage](#)



[Personal Information](#)



[Calendar](#)



[View Grades](#)



[Student Manual](#)



[Tasks](#)



[Electric Blackboard](#)

- Digital Drop box allows electronic file exchange between the students and teacher.
- Personal Information allows you to update your email address, change your password, etc. To change your email address go to Tools > Personal Information > Edit Personal Information. \*Be sure to scroll to the bottom of the page and click [SUBMIT] the new information.
- Calendar lists course events.
- View Grades lists quiz grades for quizzes completed within blackboard and various marks that may be entered by your teacher.
- Manual is an online resource guide to blackboard.
- Tasks are a list of course related tasks created by the teacher.
- Electric Blackboard is an area to type notes that will be saved in the coursesite.