

The logo for Distance Opportunities for Interpreter Training Center (DOIT) is a large, light blue, stylized font. A blue oval with an arrow pointing to the right is superimposed over the logo.

Distance Opportunities for  
Interpreter Training Center

# Study Guide

Student Orientation

Fall 2009

## **University of Northern Colorado - Distance Opportunities for Interpreter Training Center**

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# Student Orientation

Welcome to the UNC-DO IT Center Orientation course. You will soon be starting a DO IT Center program. Because your courses will be delivered primarily on the Internet, it is extremely important that you become familiar with Blackboard, the online learning management system for your courses. In addition, you will be facing some new and unique challenges as adults who are returning to school as distance learners. This noncredit course is designed to provide you with information, hints, tips, and techniques that will help you prepare for the challenges ahead, and start you on your way feeling confident and prepared. Furthermore, this is an opportunity to get to know your “fellow travelers” a bit before jumping into professional dialogues and joint assignments...this venture is collaboratively created and it starts here.

*Students are required to complete all aspects of this online orientation before beginning their academic coursework.*

Ensuring that you have the necessary tools is important to your success. The UNC-DO IT Center staff is here to support you as you begin your academic journey.

Good luck!

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# Course Overview

## Purpose

This Orientation has a content purpose and an experiential purpose. Course content introduces you to the UNC-DO IT Center by providing information on your program, the technology, and life skills you will need to be successful as a distance student. In addition, as you take this course, you will become familiar with the *way* you will receive your education in this program.

The content and experience of this course help clarify your educational environment, and help prepare you for succeeding in it. The Orientation Study Guide format and Web delivery system (Blackboard) are the same for all DO IT Center courses, so you will become familiar with what to expect for each course.

Now is the time to become comfortable with the format and technology so that you are operating efficiently when your academic courses begin.

## Objectives by Lesson

By the end of this course, assuming you have participated fully and completed each aspect, you will be able to:

### Lesson 1 – Welcome to the UNC-DO IT Center!

- Recognize the different parts of the Study Guide.
- Find policies and procedures in the UNC and DO IT *Student Handbooks*.
- Identify whom to contact for assistance with your course or program, and technical issues.
- Discuss the program’s expectations of students.

### Lesson 2 – You and Technology

- Assess your current level of experience with technology and identify areas you need to strengthen in order to succeed in this type of education program.
- Use Blackboard to access course content and communicate with peers and facilitators.
- Use Internet search engines for research.
- Use “good manners” when communicating on the Web.

### **Lesson 3 – You as a Distance Learner**

- Identify the challenges involved in distance learning, especially those that may be true for you.
- Develop strategies for being a successful distance learner.
- Propose ideas for what it takes to collaborate at a distance.

### **Lesson 4 – You as a Learner**

- State a few thoughts about what it means to be an adult learner informed by basic theory.
- Identify your learning style and develop strategies to help you in your learning.

### **Lesson 5 – You and Your Choices**

- Identify the challenges and life choices you may face as an adult student and develop a plan for success.
- Develop a list of community resources that may be helpful to you as a student.

## Required Materials

### Tip

Each of your course Study Guides will have a “Required Materials” list like this. When you receive the instructional materials you’ve ordered, check the materials against this list to confirm you have all necessary items.

Avoid emergencies by always checking everything early.

The following materials are required for this course:

- The Study Guide (the document you are reading now) containing:
  - Course Overview, Roadmap, Assignments, Lessons 1 and 2 and their Activities
- Textbook: *DO IT Center Student Handbook* – This handbook contains important information about the DO IT Center as well as policies and procedures to follow during the program. [From now on, the *DO IT Center Student Handbook* will be referred to as the *Student Handbook*.]

### Note for future courses:

In the future you will order your course materials from the bookstore or an independent vendor. A list of materials can be found by accessing your course Study Guide at the UNC Office of Extended Studies website:

<http://www.unco.edu/extendedstudies/extended/current/Cur-programs.html>. Scroll down and select your program.

You can also go the <http://www.thebookstop.com> to order your course materials directly. Some courses have specialized materials that can only be found at the Book Stop website. Others are more common and, if you like, you can find them at other places like Amazon, RID, etc. (Do not confuse this with the other campus book store; we only use The Book Stop!)

If the course materials include any type of media (videotapes, CDs, DVDs) please test the media immediately to make sure it works. If you wait to view the media item until it’s time to use it in the course, you will be at a serious disadvantage if it’s defective. Check each item and notify the bookstore (or vendor) if there are any problems with your materials or media.

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# Course Preview

## **Lesson 1 -- Getting Started**

This lesson provides you with an introduction to the UNC-DO IT Center, your specific program, the *Student Handbook*, and the *UNC Student Handbook* (found online). You will learn about the policies and procedures that will be important as you move through your courses. Successful completion of this lesson requires you to complete a Policies and Procedures quiz.

## **Lesson 2 -- You and Technology**

This lesson presents an overview of the technology you will be using for your courses. You will be using a system called Blackboard to access your course information on the Internet, communicate with peers and the instructional staff via email and participate in discussion groups. In this lesson, you will learn how to use various features in Blackboard and will have a chance to practice prior to starting your academic courses. Successful completion of this lesson requires you to sign on to Blackboard and communicate via email and discussions (Assignments 1-2).

## **Lesson 3 -- You as a Distance Learner**

Have you thought about what it will mean to be a distance learner? Distance learning is not the best option for everyone. But, for some of you distance learning may be the only option you have to access training to be a more effective interpreter. This lesson will help you understand the advantages and disadvantages of distance learning and what you will need to do to be a success in the distance learning environment. Successful completion of this lesson requires you to post your thoughts in the distance learning discussion (Assignment 3).

## **Lesson 4 -- You as a Learner**

This lesson is designed to help you understand yourself and your learning style. Once you understand some of this basic information about learning, you can develop strategies that will help you successfully complete your coursework. This understanding will help you work more effectively with others in the program – both staff and students. Successful completion of this lesson requires you to post your learning style and insights in the discussion group (Assignment 4).

## Lesson 5 -- You and Your Choices

Being a distance student requires a significant time commitment and UNC-DO IT Center programs last for at least a year. This lesson gives you the chance to reflect on the changes and challenges that you will face as a student. Once you understand the challenges ahead, you can be better prepared to meet them and conquer them! Successful completion of this lesson requires you to share strategies with other students in the discussion group (Assignment 5).

### Plagiarism Policy

**Policy on Plagiarism:** *Plagiarism is the act of appropriating the written, artistic, or musical composition of another, or portions thereof; or the ideas, language, or symbols of same and passing them off as the product of one's own mind. Plagiarism includes not only the exact duplication of another's work but also the lifting of a substantial or essential portion thereof* (UNC definition). Regarding written work in particular, direct quotations, statements which are a result of paraphrasing or summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of indentation shall be used to indicate all direct quotes. Regarding class projects, you are not to use *as your entire presentation* the completed works of faculty members, fully imported websites, or any other body of work in which you are not the author. Of course, with proper referencing, you can import portions of such works and websites to enhance and illustrate your presentation, and you can provide references to these other works for students who have an interest in pursuing a topic further. For further information, go to the following website:

[http://www.unco.edu/dos/honor\\_code/defining\\_plagiarism.html](http://www.unco.edu/dos/honor_code/defining_plagiarism.html)

# Course Roadmap

Use this as your “map” while traveling on your distance learning journey. All the information you need to complete the course is here in one location.



- Icons in the Points column indicate activities that carry grading points.
- The numbers in the Activities column refer to the Activities within that Lesson (for example, 1.2 is Lesson 1’s second Activity).
- Dates provide guidelines for planning purposes. (Checking now to see if you have obvious scheduling challenges in your life is a good idea.)
- Use the Done column to check off each item as you complete it.

**Tip**


Each course has a Roadmap with similar features. Learning to use it for reference *and planning* will foster good time management.

Points	Dates	Activities	Done
--------	-------	------------	------

## Lesson 1 - Getting Started




	11/16-17	1.1	Read <i>DO IT Student Handbook</i> , and access the <i>UNC Handbook</i> online.	<input type="checkbox"/>
		1.2	Review Study Guide and course materials.	<input type="checkbox"/>
		1.3	Take Policies and Procedures Quiz in Study Guide.	<input type="checkbox"/>
		1.4	Review expectations and time commitment for your program.	<input type="checkbox"/>

## Lesson 2 - You and Technology



	11/18	2.1	Complete the Technology Survey in Study Guide.	<input type="checkbox"/>
		2.2	Login to URSA and get your Bear Mail ID and explore UNC website.	<input type="checkbox"/>

**The rest of the activities in this lesson require Blackboard, so if you have not taken prior online courses, plan extra time.**




	11/19	2.3	Login to Blackboard.	<input type="checkbox"/>
		2.4	Take the Blackboard Tutorial.	<input type="checkbox"/>
		2.5	Navigate in Blackboard.	<input type="checkbox"/>
		2.6	Access course Study Guide and	<input type="checkbox"/>





Points	Dates	Activities	Done
		materials.	
		2.7 Send and receive messages.	<input type="checkbox"/>
		2.8 Use Blackboard discussion forums.	<input type="checkbox"/>
	11/20	<b>Assignment 1:</b> Introduction and question response.	<input type="checkbox"/>
		2.9 Use Quizzes or Surveys: Complete the Assurances quiz.	<input type="checkbox"/>
		2.10 Use the Assignment drop box.	<input type="checkbox"/>
	11/21	<b>Assignment 2: Begin:</b> Research netiquette and collaborate with a group to propose five rules you think are important to follow.	<input type="checkbox"/>

### Lesson 3 - You as a Distance Learner

	11/23	3.1 Take the Distance Learning survey on the Web.	<input type="checkbox"/>
		3.2 Explore your role as a Distance Student on the Web.	<input type="checkbox"/>
		3.3 View PPT and explore Web to learn more about Collaborative Projects.	<input type="checkbox"/>
	11/24	<b>Assignment 3:</b> Distance Learning Advantages and Disadvantages.	<input type="checkbox"/>

### Lesson 4 - You as an Adult Learner

	11/30	4.1 View PPT slide show about adults as learners.	<input type="checkbox"/>
		4.2 Take Learning Style self-assessment.	<input type="checkbox"/>
	12/2	<b>Assignment 4:</b> Post Learning Style insights.	<input type="checkbox"/>
	12/3	<b>Assignment 2: Due.</b> Post your results in the Assignment 2 Discussion Forum.	

Points	Dates	Activities	Done	
<b>Lesson 5 - You and Your Choices</b>				
	12/4	5.1	Complete Time Management Inventory in Study Guide.	<input type="checkbox"/>
		5.2	Explore Time Management on Web	<input type="checkbox"/>
		5.3	Take Stress Inventory on the web.	<input type="checkbox"/>
	12/7		<b>Assignment 5:</b> Share time management and stress management tips and/or resources.	<input type="checkbox"/>
	12/9	6.3	<b>Complete online course evaluation.</b>	<input type="checkbox"/>

**Note:** Academic courses will have an online evaluation typically available in the Assignments area of the course. The link becomes visible approximately 2 weeks before the end of a semester.

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# Assignments

## Assignment Overview

This page contains an overview of all the assignments in this course. Since this course is not for credit, there are no points associated with these assignments as there will be in your academic courses. However, it is very important for you to complete the assignments for two reasons. First, your completion of the assignments provides evidence that you are able to function in Blackboard, and provides practice so it becomes natural for you. Second, your postings help you reflect on your learning and begin to develop a sense of community with the students who will be traveling with you on your distance learning journey.

	Description	Due Dates
Assignment 1	<b>Introduction and Question Responses</b> Post your introduction in the discussion for this assignment and respond to one of the questions posted.	11/20
Assignment 2	<b>Netiquette Rules</b> Work with a small group of peers to propose five (5) “netiquette” rules.	12/3
Assignment 3	<b>Distance Learning Advantages/Disadvantages</b> Post a comment about distance learning advantages and disadvantages as they relate specifically to you and your experience.	11/24
Assignment 4	<b>Learning Style Insights</b> Post a comment on how knowing your learning style will help you in your studies as a distance learner.	12/2
Assignment 5	<b>Time and Stress Management</b> Share time management tips, stress tips, or resources in the discussion for this assignment.	12/7



### Important:

Be sure you follow the guidelines in your *Student Handbook* throughout the course for each assignment.

### Tip

Assignment overviews are provided in each class as a brief glimpse of what will be expected. Full assignment descriptions are found in Blackboard.

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# Course Summary

## Conclusion

This course provides a “jump start” to get you going in your UNC-DO IT Center courses by introducing you to the technology you will be using and the format and structure of the courses. In addition, it provides you the chance to think about some of the challenges you will face as a student and develop some strategies to help you be successful. Finally, it provides the opportunity to begin building your learning community.

## Key Points

The important points to remember are:

- You are in charge of your own learning. The UNC-DO IT Center is here to guide you along the way.
- You also need to be in charge of your own life. For every obstacle you may face, there is a way to overcome it. Use the resources provided in this course, find your own resources and, above all, ask for help!

## What's Next?

You should be ready to start your UNC-DO IT Center courses.

This Study Guide with Lessons 1 and 2 included has been emailed to you ahead of time to get you started. The remaining lessons can be found online at <http://unco.blackboard.com>.

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# Lesson 1 - Welcome!

## Introduction

This lesson is designed to provide you with an introduction to what will be happening during your online coursework with the UNC-DO IT Center. It will provide you with an orientation to the DO IT Center mission, philosophy, programs, terminology, goals, course materials, and policies and procedures. This information will start you on your distance learning journey and give you the tools to handle any obstacles you may encounter on the road.

## Lesson Objectives

By the end of this lesson you will be able to:

- Describe the UNC-DO IT Center organization and your program.
  - Activity 1.1 – *Student Handbook*
- Recognize the different parts of the Study Guide.
  - Activity 1.2 – Review of Course Materials
- Find policies and procedures in the *Student Handbook*.
  - Activity 1.3 – Policies and Procedures Exercise

## Overall Plan

This lesson starts with your reading the DO IT Center *Student Handbook* that will provide an orientation to the UNC-DO IT Center. Then you will review the structure of your course materials, looking at this course as a sample. You will also look at the online *UNC Student Handbook*, which contains general policies for UNC students.

After that, you go right to a test. But, you don't exactly have to study for it – it is an open book test! The book you will use for reference is the DO IT Center *Student Handbook*. The objective of the “test” is to give you the chance to find information in the *Student Handbook*, so that you know you can find it later when you need it.

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# Activity 1.1 - Student Handbook



**Read the DO IT Center Student Handbook and view the UNC Student Handbook online.**

## Purpose

The purpose of this activity is to get you started on the right path in your UNC-DO IT Center program. It provides you with a background of the program and introduces you to important program related terminology.

## What to Look For

As you review the DO IT Center *Student Handbook*, look for the following information:

- UNC-DO IT Center Programs, Mission, and Organization
  - Educational Interpreting Certificate Program
  - Mid-America Regional Interpreter Education Center
    - Legal Interpreter Training Program
  - Leadership and Supervision Certificate Program
  - PEPNet Outreach
  - Baccalaureate Degree in ASL-English Interpretation
- Instruction and Course Delivery
  - UNC-DO IT Center Beliefs
  - UNC-DO IT Center course design, development and delivery
  - How your coursework will be assessed
- Expectations
  - Time requirements for your courses
  - Completion requirements for your program
- Important policies and procedures
  - Student rights and responsibilities (excerpt from UNC)
  - UNC standards of conduct (excerpt from UNC)
  - Security of curricular materials and online environment
  - Grounds for dismissal

The full *UNC Student Handbook* is available at:

<http://www.unco.edu/dos/handbook/>

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# Activity 1.2 - Course Materials



## UNC-DO IT Center Course Materials

### Purpose

The purpose of this activity is to familiarize you with the materials you have received for this course and the model used for developing course materials for all UNC-DO IT Center courses.

### What to Look For

Read the information under Instructional Insights for background on the UNC-DO IT Center course materials, and then see if you can answer these questions.

- Where will you get your UNC-DO IT course materials such as textbooks, videotapes, DVDs etc.?
- Where can you access the Study Guide prior to class?
- What are the key parts of the Study Guide for every course? Locate each of these in this Orientation Study Guide.
- Why is the Roadmap such an important element of the Study Guide?
- Where can you find the official Study Guide, Assignment Descriptions, and Lessons?
- How will you organize your materials? Can you think of some different ways other students might organize their course materials?

## Instructional Insights

### UNC-DO IT Center Courses Design and Development

The development cycle for UNC-DO IT Center courses is different from those at many educational institutions. Courses are developed centrally at the UNC-DO IT Center using Subject Matter Experts (SMEs) and professional instructional design personnel.

This ensures that all courses have the same “look and feel” and follow the UNC-DO IT Center standards and design.

### The UNC-DO IT Center Study Guide

The **Study Guide** serves as the extended course syllabus and is available online at the UNC website prior to class and in Blackboard when your course starts.

Key elements of the Study Guide include:

#### Course Overview

- Purpose of the course
- Impact (Why is this course important?)
- Objectives (What will you be able to do at the end of the course?)
- Portfolio information, depending on the program (How does this course affect the portfolio, what assignments might be good portfolio products from this course?)
- Materials checklist (A list of the textbooks, readings, and media that you need for this course.)

#### Course Preview

- Lesson Preview (Written description of each lesson.)
- Course Roadmap (Detailed list of activities with due dates that need to be done to complete the course.)
- Assignment Overview (Short description of each assignment with point value and due dates.)

#### Tip

Two weeks prior to classes opening, you can preview a tentative version of the Study Guide at the OES website:

<http://www.unco.edu/extendedstudies/extended/current/Cur-programs.html>

Those versions are not final, so always use the Study Guide from the formal Blackboard course as the final document.

## UNC-DO IT Center Online Courses

Each UNC-DO IT Center course in Blackboard has the same basic design and layout, making it easy for students to find critical information.

The parts of the course on the Web include:

- *Study Guide:* The Study Guide is available online in the course.
- *Course Materials:* Depending upon the course, there may be detailed descriptions of various activities, readings, PowerPoint presentations and/or instructional insights available in the Course Materials area.
- *Assignments:* This area includes the Assignment Descriptions (goal of the assignment, how to complete the assignment, and grading criteria) along with instructions regarding how to submit the assignment (e.g., Blackboard discussion posting, email, mail).
- *Communication tools:* Discussion forums and email are available in each course.
- *Resources:* A glossary and list of links are included in many courses.
- *Gradebook:* Each student can view his/her grades.
- *Library:* Provides a link to the UNC Library website.

## Buying Your Course Materials

You have a variety of options for buying course materials. The Study Guide with a list of required materials is available online at the UNC Office of Extended Studies website:

<http://www.unco.edu/extendedstudies/extended/current/Cur-programs.html>. Scroll down and select your program. The study guides will be posted there no later than 2 weeks prior to the beginning of a class. You can use this if you like to search for textbooks at independent vendors (Amazon, Barnes & Noble, etc.).

All materials for DO IT courses are available via the Book Stop in Greeley, CO (<http://www.thebookstop.com>). Many courses contain specialized media or materials that will only be available at this vendor. Again, there are other campus book stores, so be sure you are going this one!

You can choose to buy all your materials at the Book Stop, or shop for textbooks elsewhere, but be sure to check the materials list for any special materials that might only be available at the Book Stop.

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# Activity 1.3 – Policies and Procedures Quiz



Take the policies and procedures quiz

## Purpose

The purpose of this activity is to familiarize you with the DO IT Center *Student Handbook* containing UNC-DO IT Center overview information and policies and procedures. You don't have to memorize this information, but you need to be able to find it when you need it, so keep your handbook where you can find it.

## What to Look For

Familiarize yourself with the DO IT *Student Handbook* and look for the following information:

- *Table of Contents*: This is where you want to look first to find the needed information.
- *UNC-DO IT Center Programs*: This section describes the Center's mission and programs.
- *UNC-DO IT Center Instruction and Course Delivery*: This section describes the DO IT Center beliefs, curriculum assumptions, instructional design and delivery methods, and instructional staff roles (IM, SF, Mentors).
- *Expectations*: This section provides information on time requirements and program completion requirements.
- *Policies and Procedures*: This section contains important guidelines and rules that should be followed for all courses. It includes excerpts from the *UNC Student Handbook* along with UNC-DO IT Center policies.
- *Need Help*: This section includes information on who to call when you need help. The Policies and Procedures Quiz, with answers filled in, will be available online so that you can check your answers.

---

# Policies and Procedures Quiz

## DO IT Center Overview and Programs

1. DO IT stands for \_\_\_\_\_
2. The four academic programs currently run by the DO IT Center are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. EICP stands for \_\_\_\_\_
4. LITP stands for \_\_\_\_\_
5. LSCP stands for \_\_\_\_\_
6. If you are in a program other than the BA, how many courses are in your program? \_\_\_\_\_
7. Is there a face-to-face component for your particular program? \_\_\_\_\_

## Instruction and Course Delivery

1. The title of the person with whom you will have the most contact during a specific course is:  
  
IM                      Section Facilitator                      Instructional Coordinator
2. The title of the staff member who helps students develop interpreting skills at a distance is:  
  
\_\_\_\_\_
3. The person responsible for overall monitoring of course implementation is the \_\_\_\_\_.
4. The \_\_\_\_\_ contains the course information and roadmap.
5. Where/how will you access the document in #4? \_\_\_\_\_
6. The course is delivered on the Internet in a learning management program called \_\_\_\_\_.
7. Is attendance at audio conferences or chats mandatory? \_\_\_\_\_
8. Is attendance at face-to-face sessions mandatory? \_\_\_\_\_
9. What happens if you submit an assignment late? \_\_\_\_\_  
  
\_\_\_\_\_
10. Where will you check your grades at the end of a course? \_\_\_\_\_
11. What grade point average or course grades are required for completion of your particular program?  
  
\_\_\_\_\_

## Student Rules

For the following situations, describe the policy or what you need to do to handle the situation.

1. You have an emergency at home and are not able to complete an assignment on time. What would you do?

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2. You would like a colleague to be able to look at your current UNC-DO IT Center course online so that she has an idea of what you are learning. What would you do?

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3. You find a great article on the Web that is exactly on topic for one of your assignments. You copy the bulk of the article into a Word document and submit it as your assignment.

Is this OK? Yes or No

What are the consequences of this? \_\_\_\_\_

---

4. Assignment 2 in your course requires you to post a response in an online discussion. Which discussion forum will you post it in?

Homeroom                  Assignment 2                  Activity 2.1

5. You can't find a reading that is supposed to be online. Which discussion group will you post this message in?

Homeroom                  Assignment 2                  Activity 2.1

## Need Help?

For each situation, list whom you would contact for help.

Situation	Whom Would You Contact?
It is a week before the course and you have not received the course materials.	
You log in to Blackboard, but you don't see the course you are supposed to be taking.	
You log in to Blackboard, look at the assignments and have a question about Assignment 2.	
You are moving and your address will change.	
You have a question about your grade for the last course.	
You send your Section Facilitator an email about an Activity in the course and you don't hear anything for 3-4 days.	

---

# Activity 1.4 - Expectations



**Review UNC-DO IT Center program expectations and develop questions**

## Purpose

The purpose of this activity is to familiarize you with the expectations for your particular program and provide you with the chance to develop questions about these expectations.

## What to look for

You are about to take a big step – embarking on this distance learning program. It may have been a while since you were in school, or not, but in either case, this program will probably be different from your earlier education. It is important for you to understand what will be expected of you here and make sure you are committed to meeting those expectations.

Look at the following sections in the *DO IT Student Handbook*:

- Student rights and responsibilities  
As a distance learner, you especially need to take responsibility for your own learning and keep up regular communication.
- Expectations
  - Time required per credit hour both “in” class and out.  
Think about your schedule, both professional and personal, and how you will make time for schoolwork. You are essentially adding a part-time job called “school” to your existing schedule. How we spend our time is one way we demonstrate what we value. How will you make sure the amount of time you have for your schoolwork matches its value to you?
  - Grade requirements for successful program completion.  
It is important to understand what is expected of you.

Develop any questions/concerns you may have about these expectations. You will have an opportunity to post your questions and concerns in an online discussion. Use this as a chance to get answers for any questions you have relative to policies/procedures/expectations.

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# Lesson Summary

## Conclusion

This lesson provided you with your first look at the UNC-DO IT Center and how it is structured. It also gave you the chance to review the important policies and procedures by taking a quiz.

You should now realize that there is quite a lot of useful information in the *Student Handbook*. Much of this information is used over and over for each course that you take in your program of study.

### Tip

Keep your *Student Handbook* in a convenient place, so that you can refer to it whenever you need it.

## Key Points

The key points to remember are:

- The UNC-DO IT *Student Handbook* contains important information on policies and procedures. Additional information is available in the *UNC Student Handbook* online.
- Some of the information in the handbook is relevant for every class:
  - Student rights and responsibilities
  - Code of conduct
  - Instructional Staff roles
  - Course material layout and use of roadmap
  - Grading scheme
  - Late assignment and attendance policies
  - Guidelines (security of materials, use of technology, discussion groups, written assignments)
  - Contacts
- Chain of command – it is critical for you to contact someone when you need help, particularly your Section Facilitator and the Program Staff. For distance learners the only way anyone knows if you need some special attention or consideration is if you tell them. To a Section Facilitator reading your posts and emails, non-participation by a student for technical, or medical, problems looks the same as non-participation by a student who is not interested in participating. Keep your Facilitator informed of whatever

s/he needs to know about what's going on with you and the sooner the better!

- As a UNC-DO IT Center student, you must abide by the policies and procedures outlined in the *Student Handbook*.

## **What's Next?**

Time to get online and use Blackboard!

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# Lesson 2 - You and Technology

## Introduction

In order to be a UNC-DO IT Center student, you need to be able to use technology to access course content, activities and assignments. This lesson introduces you to Blackboard and other technology related topics that are necessary for you as a student. This is your chance to “shake out” the system and make sure that you can successfully access your courses online and use all the Blackboard features necessary to participate in your coursework. In addition, many of the courses will require you to search for information on the Web and you’ll get a chance to practice that here.

## Lesson Objectives

By the end of this lesson you will be able to:

- Assess your current level of experience with technology and identify areas where you need to improve.
  - Activity 2.1 – Technology Survey
- Use Blackboard to access course content and communicate with facilitators and peers.
  - Activity 2.2-2.8 and Assignment 1 – Using Blackboard.
- Use Internet search engines for research and evaluate the credibility of web pages.
  - Assignment 2
- Take a quiz or survey and submit assignments in Blackboard.
  - Activity 2.9 – Assurances Survey
  - Activity 2.10 – Submit Assignment
- Use good manners when communicating on the Web.
  - Assignment 2 – Netiquette

## Overall Plan

You begin this lesson by taking a technology survey to assess your current experience with technology and identify areas where you might want to get help before classes are fully underway. Then you will review the Blackboard tutorial online.

Depending upon your prior experience with online systems like Blackboard, it is important for you to complete the activities in this lesson that will prepare you for using Blackboard with your coursework. This lesson also contains other resources that you may want to use depending upon your experience. This is the time to fill in those gaps and make sure that you understand your computer, your word processing software (such as MS Word), and the Internet so that you can be fully functional when you start your first online academic course.

Online courses involve both “contact” time (online) and “homework” (offline) time. Because Lesson 2 deals specifically with using Blackboard, however, you will need to plan for both the contact time and homework time to be online. The only way you can learn about Blackboard is to use it!

There are many activities in Lesson 2, but you should be able to do several of them at one sitting. You will have to gauge what is going to work for you based on your current comfort level with technology and your learning plan.

### **Tips for Health and Well-being**

You are probably going to spend much more time at a computer than you have before. Please take care of yourself regarding the physical arrangement (how you sit, the height of the screen, angle of your wrists, etc.) and taking breaks to move and stretch. Perhaps do an Internet search on topics such as “computer ergonomics” for ideas on how to stay comfortable and healthy.

If you wear glasses with bifocal or progressive lenses, “computer glasses” made from your prescription are recommended. Computer glasses allow you to see clearly through the entire lenses without moving your head or having to tip your head back (which strains your eyes *and* neck muscles).

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## Activity 2.1 - Technology Survey



Take the Technology Survey on the next page

### Purpose

The purpose of this activity is to give you a chance to evaluate your own level of pertinent technology skills. You do not have to be an expert to complete your UNC-DO IT Center coursework, but you do have to have a basic level of understanding and comfort. Also, you may need to improve your technical skills in order to be efficient and effective as a distance student.

### What to Look For

For a few topics, the survey will direct you to resources you can use to learn about each topic. Otherwise, you can use the last column in the chart to identify resources that you can use to help you in each area. Identified resources might include a co-worker, your spouse, one of your children (kids often know a lot about the computer), a librarian, or a friend. In the long run, being comfortable with everything on the chart will make your online learning experience much easier!

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## Technology Survey

The following self-assessment will help you identify areas where you need to concentrate or perhaps get a little extra assistance.

Rating Scale:

1. I know, or can do, this.
2. I have some familiarity with, or have done this before, but will need to figure it out (using Help, trial and error, or other assistance).
3. I am not familiar, or comfortable, with this.

	Function	Task	Rating	Resource Ideas
1	<b>Computer Background</b>	Name the type of computer and what software programs I have, including versions.		
		Organize files, rename files, locate files.		
2	<b>Word Processing</b>	Create, save and print documents.		
		Edit documents, cut and paste.		
		Save files in different formats (rtf, doc, txt).		
		Use tables in Word.		
3	<b>PowerPoint</b>	I have PowerPoint or the PowerPoint viewer.		
3	<b>Email</b>	Send and receive email, print an email.		
		Send an attachment.		
		Download/receive an attachment.		
4	<b>Internet</b>	Describe what the Internet is, what the WWW is, use terminology such as HTML, URL.		Internet Overview at <a href="http://www.learnthenet.com/english/section/www.html">http://www.learnthenet.com/english/section/www.html</a>
		Name the browser and version I am using.		
		Access pages on the Web using a URL, move backward and forward, use links and scroll bars.		
		Customize or change the settings in my browser.		Blackboard Tutorial
		Create a bookmark or favorite.		
		Use a search engine to find things on the Web.		Reading #1 online
		Print a web page.		
		Use Instant Messenger or some other form of chat.		
5	<b>PDF</b>	Open and print a PDF file.		<a href="http://www.adobe.com">http://www.adobe.com</a>
6	<b>Media</b>	Play video from the web.		
		Play CDs and DVDs.		
		Record onto a CD or DVD.		

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## Activity 2.2 - URSA and UNC Website



Get your Bear Mail ID and explore UNC website

### Purpose

The purpose of this activity is to introduce you to some very important web sites at UNC.

*This information is VERY important.*

*For security purposes, YOU are the only person who can register you for your classes.*

### What to Look For

#### Office of Extended Studies Website

The UNC-DO IT Center delivers coursework through the Office of Extended Studies (OES) at UNC. Therefore, the OES website contains important information for you including:

- A list of courses for each semester including the CRN (Course Registration Number) that you will need to use to register for your classes.
- The course syllabus (Study Guide) will be available as a link from this site several weeks before class starts.
- A link to Register Now.

#### What is URSA?

Since you have already successfully registered for class, you should already be familiar with URSA. URSA is an important system at UNC that enables you to:

- Register for classes.
- View your account and payment status.
- View your grades.

#### What is a Bear Number?

The Bear Number is your ID at UNC (your student ID).

#### What is a Bear Mail address?

The first eight characters of your Bear Mail address will be used for your userid to login to URSA and to login to Blackboard.

## Viewing Courses and Syllabi at the OES website

1. Go to: <http://www.unco.edu/extendedstudies/>
2. Select: Extended Degree Program, Licensure, Certificates.
3. Select: Current Extended Degree Programs
4. Select your program.  
LITP Students: Select Legal Interpreting Training Program.
5. You will see a list of classes for the semester. ***Print the page or jot down the course numbers and course registration number (CRN), as you will need these to register for your classes.***
6. Before you leave this page, feel free to sign up for the Office of Extended Studies listserv (see box at the bottom of the course listing page).
7. Select: Register Now from the top of the Extended Studies page. (If the link does not take you to a page with URSA at the top, or if you want to save the address, use: <http://ursa.unco.edu>.)

## Registering for classes

Once you have successfully logged into URSA you can register for your classes.

NOTE: If you experience problems registering for your classes, the toll free help number is 1-800-545-2331. They'll ask for your Bear number so be sure to have it handy. You can see that you will need to memorize or keep your Bear number in a safe place as you'll need it during your entire academic journey at UNC!

## Ordering Course Materials

1. After you are registered for your classes, it's time to order your textbooks and materials.
2. Go to <http://www.thebookstop.com>.
3. Under "Buy Textbooks", select the term (ex. Spring 2010) and click Go.
4. In the Department box, scroll down and find INTR – INTERPRETING. A list of courses will appear in the second box. Choose your course and the materials will appear in the third box.

You have the option of buying your materials from any source, such as Amazon Bookstore, Harris Communications, or websites for used books, but the Book Stop will be given a full package of the necessary course materials each semester. Allow 2 – 3 weeks shipping time.

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## Activity 2.3 - Login to Blackboard



Login to your online course

### Purpose

The purpose of this activity is to make sure that you can login to Blackboard. If you cannot get into the course, be sure to contact the UNC helpline (1-800-545-2331) for assistance with login.

### What to Look For

Access Blackboard at the following address:

<http://unco.blackboard.com/>

Your userid in Blackboard will be the first eight characters of your Bear Mail address. The password will be your bearmail/URSA password.

Share your password with no one.

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## Activity 2.4 - Blackboard Tutorial



### Take the Blackboard tutorial

#### Purpose

The purpose of this activity is to give you the opportunity to take a tutorial and learn more about Blackboard.

#### What to Look For

In the Lesson 2 content is a link for the Blackboard Tutorial. This is one of the nice features of Blackboard – the Course Materials area can contain links to other locations inside the course or out on the web. This allows you to do just about everything you need right from the Course Materials section of Blackboard.

Blackboard tutorial address:

<http://www.unco.edu/blackboard/student.html>

Sections to review:

- Student Support Resources
- Getting Started
- Blackboard Tips

Feel free to review the other sections, if you wish, but some of the other features may or may not be used in your classes.

Notice that at the tutorial site you can also download various media players. For example, if you do not have PowerPoint on your computer, you can download the PPT viewer in order to watch PowerPoint shows that may be part of your course materials.

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## Activity 2.5 - Navigate in Blackboard



Use the Course Menu and tools to navigate

### Purpose

The purpose of this activity is to make sure that you can access all the important tools you need in Blackboard (BB).

### What to Look For

The course menu down the left of the Blackboard screen has all the important “buttons” for accessing course information. This menu might look slightly different depending on your program, but in most courses there will be links such as these:

- *Announcements:* This is the BB main, opening page.
- *Study Guide:* The PDF of the short Study Guide.
- *Course Materials:* Links for the detailed lessons, readings, PowerPoint shows.
- *Assignments:* Assignment descriptions, rubrics, submission.
- *Discussions:* There may be multiple selections depending on the course.
- *Messages:* Send and receive messages inside Blackboard.
- *Library:* Some of your courses may have articles on Ereserves, located at the library website.
- *Resources:* Some courses may have other documents, forms, articles, or links available in a resources area.

In addition, the *Course Tools* selection enables you to customize your personal information, and access other functions such as the grade book.

---

# Activity 2.6 - Access Course Study Guide and Materials



**Access the Study Guide and use the Course Materials to view course lessons and activities**

## Purpose

The purpose of this activity is to make sure that you can access the Study Guide and content in Blackboard.

## What to Look For

The Study Guide selection contains a PDF of the extended syllabus that contains the course overview and roadmap.

When you click on the Course Materials button for this Orientation course, you will see a list of lessons with a general description of each lesson. What is available in each lesson depends on the program and specific course you are taking. It will include any or all of the following items.

- A PDF version of the entire lesson that can be printed.
- Links to readings or PowerPoint presentations.
- Links to various lesson activities including discussions, assignments, or quizzes.

### To Print or Not To Print

The decision about what to print is entirely up to your preference and comfort. There is a lot to be said for printing everything and, if you are concerned about saving trees, plant a few after you complete your program. Even if you are comfortable functioning electronically, you may still find that printing certain items for reference makes things easier (such as the Roadmap, Assignments, and Rubrics).

## Instructional Insights

### PDF Format

UNC-DO IT Center lessons are presented in interactive PDF format. This allows you to navigate to the next or previous page and jump to different activities in the lesson. A big advantage of the PDF format is that it can also be printed if you want a hard copy of the entire lesson.

When you click on a lesson, you may see several links. For some courses, one of the links is a PDF version of the lesson. If you click on it, a PDF file will open that contains all the activities for that lesson.

Practice navigating in Lessons 3-6 to become familiar with navigating in the PDF form of a lesson.

If you have any trouble accessing the PDF lessons, please go to the Adobe Acrobat Website to download a new version of Adobe Acrobat Reader.

Now, see if you can answer these questions.

How many lessons are in this course?	
How many activities in Lesson 2?	
How many activities in Lesson 3?	
How many assignments in this course?	
Which lesson has the most activities?	
Which lesson has the fewest activities?	

---

# Activity 2.7 - Send and Receive Messages



## Send a message in Blackboard

### Purpose

The purpose of this activity is to make sure that you can send and reply to messages inside Blackboard.

### What to Look For

Blackboard has an internal message system that works just like email. The difference is that you read and respond to messages **inside** your Blackboard course. All the students in the course, along with the facilitators and instructional manager are automatically in the address book for this system.

To read your email messages in Blackboard:

1. Click Messages in the course menu.
2. Click Inbox.

You should have a message from your facilitator. Perform the following functions to practice using the messages inside Blackboard.

1. Respond to your facilitator's message.
2. Send a new message to your facilitator.

**Note:** Blackboard also has the ability to send/receive emails to the Bear Mail addresses of other students and faculty.

However, we prefer to keep most of the communication inside the course, so please take advantage of using the message system for your course communication.

### Convention to follow:

Because of the way the messages work in Blackboard, it would be very helpful if you put your name in the subject of your message.

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## Activity 2.8 - Use Online Discussions



Look at the discussions available for this course

### Purpose

The purpose of this activity is to familiarize you with the way the discussion groups in Blackboard are organized. You do not need to post anything, just find your way around the discussion groups so that you are ready to post your introduction in Assignment 1.

### What to Look For

The discussion structure may vary depending on the course. If there are multiple sections of students taking your course, there may be a menu selection button for the Main Discussion and another button for Section Discussions. Or if small group work is involved, there might be a button for Group Discussions.

This course may have multiple sections; if so, click on Section Discussions in the course menu and go to your Section. (You will only be able to access the discussions for your Section.)

- You should see a list of discussions for this course. The discussions are labeled either with an Assignment name or an Activity number that corresponds with the Roadmap in the Study Guide.
- Click on the Assignment 1 Introductions discussion. You should see a posting which describes what you are to post in your introduction.
- Notice the **+Thread** button along the top. You would use this to compose a new message.
- Click on the posting and you will see the discussion name (for the “thread”) on the top half of the screen and the message in the bottom half of the screen.
- Notice the buttons along the top of the message that you use to “Reply” to the message.
- Also notice the options along the top that enable you to search for text in a discussion posting or for postings between specific dates.

## Instructional Insights

It is important for you to understand how the discussions in Blackboard are organized. There are two extremely important aspects to using discussion groups successfully:

1. Posting to the correct discussion.  
Each UNC-DO IT Center course will have multiple discussion forums based on the activities or assignments in the specific course. You *must* post to the correct discussion forum to get credit. For example, if Assignment 1 in a course requires a posting, there will be a discussion specifically for Assignment 1.
2. Replying to the appropriate message.  
Within each discussion group, there are numerous messages. When you click REPLY, you are replying to the message that you are currently reading. A message and its replies are called a “thread.” All those messages are related by a single thread of connecting logic. If you post a new message instead of replying, or if you click Reply to a message and then actually write a response to a different one, the connecting logic of the “threads” doesn’t make as much sense.

### Tips for discussion use:

- The messages are organized in “threads,” so if you read the first message in a thread, you can click “next thread” to move to the next discussion topic.
- You can click “next post” to read the reply(s) to the message you are reading.
- When there are multiple replies, you should see all the message names in the top half of the screen. There may be a + or -. A plus (+) means you can click it to expand the listing to see all the messages under it.
- You can click the checkbox in front of messages and click “collect” to compile the messages into one long window. This makes it easy to read through them, save them, or print them (an easy way to catch up on the reading offline). There is also a box to click for different ways of sorting the messages.
- Many courses require “original posts” and “reply postings” that are graded. If you put OP for original posts and RP for reply posts in your subject line, the facilitator will be able to find which postings you want graded.

Complete Assignment 1 now and begin your research for Assignment 2.

---

## Activity 2.9 - Take Quizzes & Surveys



### Complete the Assurances Survey

#### Purpose

The purpose of this activity is twofold:

- For you to read some policy statements and acknowledge your acceptance of these policies.
- To learn how to take a quiz or survey in Blackboard.

#### What to Look For

In order to complete the quiz, follow these steps:

1. On the course menu, click Course Materials
2. Select Lesson 2.
3. Select the Assurances Survey
4. Read each question carefully and click your response to the questions
5. Save each response
6. Submit your survey
7. Click OK to view the results

**Note:** If you have a quiz in any of your classes, you must click “View Results” in order for your quiz grade to be recorded.

---

# Activity 2.10 - Submit an Assignment



Download and complete a form

## Purpose

The purpose of this activity is to familiarize you with submitting assignments in Blackboard.

## What to Look For

The Assignment feature in Blackboard serves as a two-directional electronic hand-off connection.

The instructional team can place documents in the Assignment for you to download (forms, templates, and detailed instructions).

AND

You can upload your written assignment to your Section Facilitator.

As a student you will be able to download documents from the Assignment and upload your written assignment in MS Word or RTF (Rich Text Format).

### Tip

“Saving” is critical! Don’t assume Blackboard will save your academic work. Always back it up!

For this activity you need to:

1. Download the form from the Activity 2.10 Assignment.
2. Complete the form in MS Word and save it on your computer.
3. Upload your completed form to the Assignment.

**Note:** Submitting Assignments electronically is always found in the Assignment section of the course.

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# Lesson Summary

## Conclusion

This lesson has introduced you to the computer technology that you will use for your online UNC-DO IT Center courses. You received Lessons 1 and 2 of this course in hard copy to get you started. However, in future courses the tentative short version Study Guide will be found at the OES site. The final version of the Study Guide, lessons, and assignments will be located in Blackboard.

If you successfully completed all the activities in this lesson, you should be well on your way to being a successful online student.

## Key Points

During this lesson you should have:

- Successfully logged in to Blackboard.
- Accessed course content.
- Sent messages to your facilitator in Blackboard.
- Posted and replied to discussion postings.
- Responded to a survey in Blackboard.
- Downloaded and uploaded an Assignment.
- If you were not able to perform these tasks, please let your Section Facilitator know immediately. You will not be able to continue unless you can do these things!!

## What Next?

Lessons 3-5 will be found online.



Distance Opportunities for  
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