Georgen Charnes

Hybrid Coordinator
- Questions about using Blackboard
- Questions about or problems with your online classes or instructors
- Latest policies and information

Librarian/LRC manager
- Help with Research
- Help with APA, Resumes, etc.
For you…

- Sign-in sheet for today’s workshop (check your cellphone number)
- Log-in for Demo Blackboard site taped to computer (which won’t be useful outside of today’s workshop)
- Sign-up sheet for Bridge One-on-One
Hybrid Orientation Agenda

PART ONE: Overview of Online Learning:
- Support available,
- Using Blackboard – Demo
- Tools to Support Your Success – How to succeed in your online classes

PART TWO: Orientation to the Campus & Resources
- The Campus, the LRC, your resources
- Accessing and searching the library databases
- APA style
- Avoiding plagiarism

PART THREE: Bridge One on One meeting NEXT WEEK
- Making sure you are getting started right
PART ONE: An Overview of Online Learning
What can I expect?

- **HOW** Log-on to student portal, then click on “MY CLASSES” link, then “Blackboard”
- **WHEN** Your ground classes meet at a certain day and time, but not your online class (ignore the meet day on your schedule) Your online class starts MONDAY 1/7
- **WHERE** Your online class can be logged onto any time, anywhere
- **WITH WHAT** You are going to be using a web-based program called Blackboard
- **WHO** Your online courses include students from our school and other Education Affiliates schools. There is a REAL INSTRUCTOR monitoring your work
Your online class is a class

Never trade what you want the MOST
For what you want at the MOMENT

Make it a priority.
Don’t be nervous!

You have a lot of support available!
Your Contact Information

- We need to be able to contact you to support you
  - I’ll be emailing you and Jupiter messaging you
  - Keep your cell phone number, cell provider, and email updated with us
  - Check your email!
  - Good time to clean out your inbox and recover your email password
Note on passwords: there are lots

- Account to get on student portal
- Account for Jupiter
- Account for Evolve
- Accounts for software that comes with textbooks (get from your instructor or on the book)

Lots of different accounts! Please write down your passwords!
SUPPORT #1: Your Online Instructor

- Your best resource for your success in your online class
- Available by phone, email, and Blackboard Instant Messenger
- Monitors your grades and will reach out to you to offer assistance
- Just like your ground classes, the instructor is in charge!

- Your FIRST stop for information or problems
SUPPORT #2: Your Online Advisor & Hybrid Coordinator

- Your **Online Advisor is Sophie Ferg**
  - She is your virtual partner available by phone, email, and Blackboard Instant Messenger
  - Your Online Advisor will call and email you shortly after your orientation to introduce herself

- Your **Hybrid Coordinator is here on campus – Georgen Charnes, in the LRC**
  - Face to face contact
SUPPORT #2: Your Online Advisor & Hybrid Coordinator

- If I text you to see me, see me!
Online courses: Organization
Understanding How Courses are Organized

- We talk about week one, two, etc.
- Each week, you will have typically have the work to complete:
  - A reading assignment
  - Discussion board posts (we’ll practice this today)
  - You might also have:
    - A quiz or exam
    - An interactive lesson
    - An assignment, such as a paper or presentation
    - Flashcards and other supporting material to help you learn the content
    - Instructor sessions for focused discussion/review
Online Courses: Your Week at a Glance

- Online courses are structured in weeks with specific start/end times
  - Starts Mondays 12 AM Pacific Time (3AM EST)
  - Ends Sunday 11:59 PM Pacific Time (2:59AM EST)

- You typically have two due dates each week
  - An initial discussion board post due by **Wednesday**
  - Responses to your classmates due by **Sunday**
  - All other assignments due by **Sunday**
Online Attendance

- Students who do not participate in their class for 14 consecutive days will be dropped from that class.

- “Participation” = Posting/Submission
Late Work Policy

- Discussion board posts for each week are not accepted after Sunday
Late Work Policy

- Late work must have prior approval from instructor
- Each instructor has his/her own rules
Instructor Responses & Feedback

- Look for and record your instructor’s contact information first thing
- If she or he doesn’t respond within 48 hours, let me or the Online Advisor know
Technical problems:

who to go to?
All hybrid students have access to technical support 24/7, 365 days per year, regardless of whether they purchased a laptop through Fortis or not.

Technical support is available by phone (877-859-2660), chat, and through a technical support portal, posted in Blackboard.
Technical problems

- You are responsible for notifying your instructor of delays. Lack of internet is no excuse!
- Please don’t email me midnight on Saturday and expect to hear from me before Monday.
Technical problems

- Try a different browser
- Make sure pop-ups aren’t blocked
- Ok Flash use
If you bought your laptop through Fortis

- Tier 2 Support – Students who purchased their laptop through Fortis have access to Tier 2 technical support while they are enrolled.
- Reimaging and Repairs – Bring to Hybrid Coordinator
  - Don’t send back to Lenovo
  - We have “loaner” computers
  - Don’t take to repair shop (this would violate the warranty)
If you did not buy your laptop through Fortis

- Feel free to ask technical support, online advisor, or hybrid coordinator for help
- LRC does not have an IT staff, or free software
Blackboard Overview

Getting Started
Getting Started – What is Blackboard?

- Blackboard is our Learning Management System (LMS)
- Blackboard is web-based. No downloads.
- You can access your online classes from virtually anywhere you have an internet connection and a computer
- Phone app available (Choose “Hybrid” not “Online” Student)
Web Browser Tips

- Chrome or Firefox best
- MUST ALLOW POP-UPS

If it doesn’t work, try a different browser
- Firefox
- Chrome
- I.E.
- Safari
Getting onto campus computers

- `<ctrl><alt><delete>`
- Account name: pslstudent
- No password
Getting Started – Logging In to the Student Portal

- The first time you log in, you have to click the “create a new account” link
- Then an email will be sent to your email account with a link to click
- Then you can log-in
- Problems? I can help!
Logging In to Blackboard

Once the term starts, log in to the student portal (www.mycampuslink.com)

1. Click on Student Portal
2. Click on My Classes
3. Click on Blackboard
fortis.blackboard.com

train

Blackboard Demo
You Try It!
Making a Discussion Post

1. In the PSY101 course, go to Week 1.
2. Click on the Welcome to PSY101 discussion link.
3. Click on the Welcome Discussion forum.
4. Once in the forum, Create Thread.
5. In the Message Subject, type your name.
6. In the body of the message, type your Welcome Discussion post (review the forum description for what you are supposed to include).
7. Click on Submit to submit your post.
8. Read your classmate’s and instructor’s posts by clicking on them.
9. Once in the thread, click on Reply to respond.
Important!

- Discussion Posts are not accepted late.
- Assignments might be, it depends on the instructor
You Try It!
Submitting an Assignment

1. In PSY101, go to week 3.
2. Review the Week 3 Assignment: The Cocktail Party Phenomenon, by clicking on the assignment details
3. Click on Week 3 Assignment: The Cocktail Party Phenomenon link.
4. Under 2. Assignment Submissions
   1. Click Browse My Computer,
   2. Navigate to the Desktop folder
   3. Hybrid Orientation on the desktop
   4. Select file Sample.doc, click Open
   5. Check box
   6. Submit

5. Review the submission history.
First thing to do THIS MONDAY – the first day of class

- Go into your online class
- Print syllabus
- Read syllabus
- Write down instructor contact info and preferences
- Make note of instructor late policies
- Update profile
Completing Your Work
Five Basic Steps Each Week

- Step 1 – Review Week’s Discussion Question and Assignments. Ask instructor if needed.
- Step 2 – Complete the reading and assignments needed for discussion post
- Step 3 – Participate in the discussion board DUE WEDNESDAY
- Step 4 – Respond to two other students in the discussion board DUE SUNDAY
- Step 5 – Complete all other assignments and quizzes/exams, DUE SUNDAY
The Nitty-Gritty: How to Pass
#1 Don’t Fall Behind

- Post every week, on time
- Turn assignments in on time
- You will be busy with your ground classes at the end of the term

*Student who fell behind*
#2 Ask for Assistance

- Contact your instructor, Online Advisor, Academic Coach, or Hybrid Coordinator

- Consider submitting your completed assignment to SmarThinking’s Writing Center for review and feedback
  - Review typically takes 24 hours

- Review your instructor’s feedback
Reviewing Your Grades and Instructor Feedback

- Instructors complete their grading by Tuesday night for the previous week’s submissions.
- Review your grades weekly to ensure you are on track.
- Discussion posts have a rubric filled in by the instructor.
Let us help!

If your instructor, online advisor, or I try to contact you,

Don’t Freak Out

- Grades: If your grade falls under 78%, if your grade falls under 78%, you are escalated to campus hybrid coordinator
- Missing or zeros on your assignments – you may be contacted by multiple people
Keep correspondence

- Life lesson: get things in writing
  - Teacher says you can submit late for full credit, keep the email
  - Follow up phone calls with a quick email “for clarification”
#3 Make good Discussion Board Posts

- A standard rubric is provided for your discussion board activities
- Review the discussion board rubric carefully and contact your instructor with questions
- My Grades -> View Rubric: you can see where you lost points
The Discussion Board

- Cannot be turned in after Sunday for each week
- 30 points = 2 responses to other students
- 30 points = your Wednesday post

- If you skip your Discussion Board posts, you will not pass
- If you skip responding to other students, you will not pass
How to Get 60 pts on your Discussion Board Post

- Read the question and follow the teacher’s directions
- Write a lot for that initial post on Wednesday
- Restate this post in two responses to two other students on Wednesday
#4 Do not skip weeks

- If you skip weeks, you will not pass!
- Discussion posts are not accepted after the Sunday of the week they are due and cannot be made up
#5 Watch those points!

- I get a summary every Wednesday. Stop by and I’ll print yours out.
- Also available in the MY GRADES section

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>Points Earned</th>
<th>Weekly Cumulative Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Me</td>
<td>10</td>
<td>10.0</td>
</tr>
<tr>
<td>Week 1 Quiz</td>
<td>50</td>
<td>50.0</td>
</tr>
<tr>
<td>Wk1Disc1</td>
<td>25</td>
<td>25.0</td>
</tr>
<tr>
<td>Wk1 Summary</td>
<td>85</td>
<td>85.0</td>
</tr>
<tr>
<td>Week 2 NCLEX Practice Questions</td>
<td>50</td>
<td>38.75</td>
</tr>
<tr>
<td>Wk2Disc1</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Wk2 Summary</td>
<td>160</td>
<td>123.75</td>
</tr>
<tr>
<td>Week 3 Quiz</td>
<td>50</td>
<td>50.0</td>
</tr>
<tr>
<td>Wk3 Summary</td>
<td>210</td>
<td>173.75</td>
</tr>
<tr>
<td>Week 4 NCLEX Practice Questions</td>
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</tr>
<tr>
<td>Wk4Disc1</td>
<td>25</td>
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</tr>
<tr>
<td>Wk4 Summary</td>
<td>300</td>
<td>217.08333</td>
</tr>
<tr>
<td></td>
<td></td>
<td>72.36%</td>
</tr>
</tbody>
</table>
Wrap Up and Q & A for Hybrid Orientation

• Log-into your student portal this weekend if you haven’t already
• Post on Monday
• Assignment due on Wednesday
• Meet with me next week!
Congratulations!
You have completed your
Orientation to Online Learning!
PART TWO: Orientation to the Campus & Resources

Georgen Charnes, your librarian
Covered today

1. The LRC – your library and resources available
2. Accessing and searching the library databases
3. Evaluating resources
4. APA style
5. Avoiding plagiarism
Learning Resource Center

- computers,
- books,
- APA assistance,
- online resources, and
- more
LRC: Books

- Check out for two weeks
- Check out form on my desk if I’m not there
- Ever-growing collection
- Suggestions for non-textbooks welcome
- No textbooks 😞
LRC: Printing

- Choosing printer – Default is PSLRESPRN1
- All printers can print TWO SIDED
- Free
- Please be conscious of reducing waste
Printing PowerPoints

PLEASE choose:

• Print All Slides
• 6 slides per page
• Print on Both Sides
• Portrait or Landscape
• Pure Black and White
LRC: Photocopying

- Students’ photocopier in the LRC
- Self-serve
- Choose COPY, then START
- Double sided!
- No torn or wet items through the feeder

- Big jobs? More than 10 pages? Give an original to me or Ms Cindy and we’ll use the big machine
Campus Desktop Computers

- No need to sign in
- Desktop computers attached to printers
- Computer labs
- No printing from phones or nonFortis laptops 😞
- Computer problems are not an excuse for online class missed or late assignments
Checking out laptops for on-campus use

- Sign out sheet
- Ignore everything until you see `<ctrl>` `<alt>` `<delete>`
- Red screen? Return it and I’ll swap it out.
- Done?
  - Shut it down (Start menu → Shut down)
  - Return and check list that you’ve returned it.
Public computers:
Log Out!
my.fortis.edu email

Why? Student Discounts

- It’s a new google account
- Go to gmail.com
- Logon with:
  studentportalusername@my.fortis.edu
- Password: FLast#####!
- Change password
Using the Library Website

http://libguides.yourlrc.info/PortStLucie
Accessing and searching online resources
Keyword search, then Narrow
- Full text
- Peer reviewed
- Date

Checkmark full text and Peer reviewed

Then type in your keyword and click on the magnifying glass to begin searching
In addition to LIRN

accessible on-campus
set up account and you can
access at home
Writing Papers and Assignments: How To Evaluate Resources
Internet info – good or bad?

The Truth is: It Depends

Ask yourself:
Do you want to be fooled?
Anti-vaccine fake news has caused preventable diseases to kill a lot of people, mostly children.
Why do people make FAKE NEWS and why do people believe it?

Why do people make FAKE NEWS?
- Money
- Power
- Influence

Why do people believe FAKE NEWS?
- **Cognitive simplicity**: belief comes quickly and naturally, skepticism is slow and unnatural, and disagreeing is vaguely rude.
- **Backfire Effect**: a peculiar phenomena in which people seem to double down on their beliefs when faced with overwhelming evidence against them.
- **Tribal unity**: We want to signal to others that we can be trusted as a reliable group member. This means being consistent in agreeing with our other group members—whether that group is our political party or our religious faith—that we will not stray too far from our group's core beliefs.
How to Spot Fake News

- Consider your emotional reaction
- Consider how you got here
  - Google ranking not dependable
- Consider the Source
  - URL
  - Author/publisher
  - Date
  - Authority
Evaluating Information and its sources:
- Google the headline with the word “hoax”
- Check snopes.com, factcheck.org, politifact.com
When evaluating a source, ask yourself the following:

Is it **Current**?
When was it published?

Is it **Relevant**?
Does the info relate to my topic?

Is it **Authoritative**?
Is the author/organization qualified?

Is it **Accurate**?
Are the informational sources cited?

What is its **Purpose**?
Is this information, opinion, or advertising?
For your assignments: Why can’t I just use Wikipedia?

Even Wikipedia doesn’t recommend it! :
“For many purposes, but particularly in academia, Wikipedia may not be an acceptable source.”

Why:
• Content can be created anyone
• Changes are often made by paid employees
APA Style® refers to a set of rules and guidelines found in the sixth edition of the *Publication Manual of the American Psychological Association*. The rules determine

- How the paper looks
- How you cite references
Typed,
Double-spaced
Letter-sized paper (8.5" x 11")
1" margins on all sides
Include a *running head* at the top of every page with title and page number

**Formatting:**
How the paper looks
Citations: Two Basic Formats for Each Citation

Reference Section at the End of the Paper

1. Author.
2. (Date).
3. Title.
4. Source
   ◦ Publisher place: Publisher or
   ◦ Retrieved from URL

Within Text – Inside the Paper

◦ (Author, Date)
Reference page looks like:


“Village dogs don’t live in packs like wolves.” (McConnell, 2002).
According to McConnell (2002), village dogs don’t live in packs like wolves.
Do NOT do this:


Do NOT do this:

According to Jones (1998, p. 199), APA style is a difficult citation format for first-time learners.

APA style is a difficult citation format for first-time learners (Jones, 2010, p. 199).

Contributors' name (date). Title of resource. Retrieved from http://web address

How you format your REFERENCE depends on the type of source

- Different format for each source type, i.e. a reference for a book is a little different from a reference for an article in a periodical, etc.

- Allows someone to find the source you’re saying you used
Templates & More information available on the website

APA Guide: Basic Guidelines

What is APA?

APA Style® refers to a set of rules and guidelines found in the sixth edition of the Publication Manual of the American Psychological Association. These rules determine how you cite references, punctuation, title page format, and so on. You may be required to use APA Style when completing assignments. Your LRC has a copy of the APA’s official citation guide.

General APA Guidelines

An APA paper must have these components

- Typed, double-spaced on letter-sized paper (8.5” x 11”)
- 1” margins on all sides
- Use a clear font that is easily readable. APA recommends using 12 pt. Times New Roman.
- Include a running head at the top of every page. To create a running head, insert page numbers flush right. Then type “THE TITLE OF YOUR PAPER” in the header flush left using all capital letters. The running head is a shortened version of your paper’s title and cannot exceed 50 characters including spacing and punctuation. See Formatting Your Paper for more information.

You can access a template at libguides.yourrc.info/APA/template
APA Questions?
Come to the LRC for assistance!
APA & Avoiding Plagiarism Video

- https://www.youtube.com/watch?v=2q0NIWcTq1Y
Accidental Plagiarism

- Referencing issues:
  - Neglected to cite sources or
  - Misquotes sources
  - Not understanding APA formatting and the difference between quoting/paraphrasing and rewriting

- Trusted someone: “Can I see your paper”?
- Saving to the My Documents on campus
- Group projects
Penalties of Plagiarism

Although plagiarism can be intentional or unintentional, both have consequences.

- Loss of Trust
- Receiving zero on the assignment
- Failing the course
- Suspension
- Expulsion
Q&A
PART THREE: Bridge One-on-One Meeting NEXT WEEK

Mandatory! Come to the LRC on Monday, Tuesday, or Wednesday.
Yes, you have to see me!