

## How to Navigate the Course

Welcome to Creative Arts I!

We will be using Blackboard for this course. The syllabus, the lectures & readings schedule, and assignments will be posted in Blackboard. You will turn in assignments within Blackboard. Blackboard becomes available to enrolled students beginning at midnight on the first day of classes.

Please make it a habit to log on to Blackboard for this course a minimum of three times per week to check the Lecture Schedule, the Calendar tool, and the Assignments tool.

Please note the following expectations and protocols to help you navigate the course, hand in assignments in the proper format, and use Blackboard course management software effectively.

### **On-Campus and Virtual Class Meetings:**

For each class, on Mondays, Wednesdays and Fridays at 9 AM, you should prepare by checking the **Lecture Schedule**, and completing the assigned readings and/or listening prior to class. For some reading assignments it is required that you complete an online quiz on the reading prior to class.

All students enrolled in Creative Arts I are required to use Blackboard to access course materials such as handouts, via the Learning Modules tool, and to use the Discussions tool for journal submission. Use of the Assignments tool is required, and all written assignments are to be turned in on Blackboard. Additionally, all students take 9 quizzes on assigned reading, the mid-term and final exam for this course online via Blackboard. There will be a virtual class meeting the Wednesday before Thanksgiving. Instructions for participating are given in the **Lecture Schedule**.

### **Sending E-mail:**

Email is the best way to reach the instructors outside of class. Please use email when you have questions specific to your individual work on an assignment or exam. Instructor email addresses are listed on the syllabus: Dr. Holzer [LRHolzer@ualr.edu](mailto:LRHolzer@ualr.edu) ; Dr. Martin [FWMartin@ualr.edu](mailto:FWMartin@ualr.edu) ; Dr. Chapman [WACHapman@ualr.edu](mailto:WACHapman@ualr.edu) . We will respond to your email within 48 hrs or less.

If you have questions specific to your individual work on an assignment or exam, please contact us directly via email rather than using the Blackboard Discussions tool. Threaded discussions for general follow-up to lectures are public, a group forum for students enrolled in the course. Email is private.

You are also welcome to schedule an on-campus meeting or phone consultation. The syllabus lists our office locations and office phone contact information.

**E-mail Subject Line:** Please put a descriptive subject line in any email you send the instructors. For example, if you have a question about a particular assignment, you might type "Question about Art Paper 1" as the subject line.

### **Formatting Expectations for Assignments**

For course assignments, you will be using the Assignments tool on Blackboard. Please use the following formatting conventions for turning in documents:

1. A title to the file that follows this convention: Lastname\_titleofpaper#. Here's an example of a title

the instructor might create for herself: Holzer\_ MusicPaper\_1

2. Page numbers and your name in headers on all subsequent pages (see Help in MS Word for instructions on making headers if you are unfamiliar with how to do this).
3. Double-spaced, readable, 12-point type font. One-inch margins.
4. Submit the paper in MS Word format. If you are not using Microsoft Word as your word-processing application, please save your document in either RTF format (Rich Text Format) or PDF format. Example: Holzer\_ MusicPaper\_1.rtf

### **Netiquette:**

Although journal entries and threaded discussions are, to a degree, personal reflections, you are asked to write in a serious tone, and avoid slang and/or sarcasm. The online classroom is a formal learning environment, and formal conventions should be observed. Professionalism and courtesy are expected of all participants. Avoid using emoticons and instant message abbreviations, and other informal communication mannerisms. Remember to write clearly, in complete sentences. Do not use caps lock when typing; it implies yelling, and might give the wrong impression to others in the online learning environment.

It is important that when you wish to voice a difference of opinion, you do so constructively. Reasonable people can disagree while maintaining civility. Author Laurie Patsalides, managing editor of "Bright Hub," put it this way: "The golden rule of netiquette in an online learning environment is, do not do or say online what you would not do or say offline." Expectations for student conduct are outlined in the UALR Student Handbook.

<http://www.ualr.edu/deanofstudents/assets/archive/HANDBOOK.pdf>

### **Tech Support:**

If you have trouble accessing Blackboard or WIMBA Live Classroom, take steps immediately to report the problem to Blackboard Student Support. Email is the quickest resource.

[bbhelp@ualr.edu](mailto:bbhelp@ualr.edu)

### **Things to Be Sure to Do Right Away:**

Visit the Blackboard Student Support site <http://ualr.edu/support/blackboard/> If you have not used Blackboard before, do the tutorials for computer set-up, browser set-up, course tools, and course media.

Carefully read the course **syllabus**, and purchase the required textbooks. It is recommended that you print a copy of the syllabus and refer to it throughout the semester.

On the first day of class, access the Discussion tool on Blackboard and do the Introductory Journal Entry called "Student Profile."

Peruse the **Lecture Schedule**. It is recommended that you print a copy of the Lecture Schedule and refer to it throughout the semester. It is essential that you refer to the **Lecture Schedule** at least three times per week to keep up with the course. This is the essential guide to what we are covering each week.

Peruse the **Calendar** tool. Note the due dates for **Assignments**. The Assignments are also

indicated in the Lecture Schedule, and on the Assignments tool, but viewing them on the Calendar tool allows you to see where the assignments fall in relation to weeks and months of the semester. The policy is that assignments are due by the start of class on the due date. This class is scheduled Mondays, Wednesdays & Fridays at 9 AM; assignments are due by 9 AM on the due date for the assignments.

### **Course Tools on Blackboard for This Course:**

**Assessments** – Practice Quiz, 9 quizzes on assigned reading, Mid-Term, and Final Exam are located here.

**Assignments** – All graded course assignments are located here.

#### **Calendar**

**Discussions** – This is a communication tool that allows for student discussion on various class topics. Discussions are grouped by thread.

**Learning Modules** – This is a tool for distributing documents, sharing links to web sites, and audio and video files. The **Lecture Schedule** refers you to specific Learning Modules throughout the semester.

**Web Links** – These are already visible in the Learning Modules, and the Lecture Schedule. No need to access them separately, from this tool.

The instructors realize that we have a variety of technology skill levels in this class. Some of you have never used Blackboard before and others are experienced users. Please ask questions if you run into a problem. Our goal is for students to feel comfortable in the learning environment and enjoy the course, as well as acquiring knowledge and skills.

Remember to plan ahead, and do not wait until the night before an assignment is due to start working on it. It is not realistic to expect instructor assistance or tech support assistance in the wee hours of the morning right before an assignment is due. Plan ahead, so that a question or challenge does not become a crisis. As Ben Franklin wisely observed in *Poor Richard's Almanac* a long time ago, "An ounce of prevention is worth a pound of cure." Timeless advice.