



# **Webcampus Manual Student Edition**

(Blackboard 8)



## WEBCAMPUS HELP RESOURCES

### FDU Technical Assistance Center

#### Now Available 24 Hours a Day!

The Fairleigh Dickinson University Technical Assistance Center (FDU TAC) is the university helpdesk support organization. Students, faculty and staff may contact the FDU TAC to initiate support requests for online courses as well as other software and/or hardware issues.

The FDU TAC's primary goal is to initiate your support request, verify your contact information, assist with troubleshooting and resolution, or to swiftly escalate to resolving parties so that you may focus on your work, and your goals.

**Phone:** (973) 443-UTAC      **Email:**      [FDUTAC@fdu.edu](mailto:FDUTAC@fdu.edu)  
(973) 443-8822      **WWW:** <http://isweb.fdu.edu/depts/utac.html>

### Online Blackboard Assistance

The software running on the Webcampus server is called Blackboard. Specifically, FDU is using version 8. If you have questions about any of the Blackboard features, you can find additional information at the sources below:

**Online Support:** “Behind the Blackboard” provides full on-line support available through <http://support.blackboard.com> or through the **Help** icon at the top left of the window above the tabs. Registration is free and easy and will give you access to:




**Search the Knowledge Base**  
**Self-Paced Tutorials**  
**Download Plug-Ins**

**Student Manual:** From within a course, click on the **Tools** button. Next, click on the link for **Manual**. This will bring you to the **Student Manual** with interactive links as well as a Table of Contents and Search feature.

# TABLE OF CONTENTS

WEBCAMPUS HELP RESOURCES.....2


TABLE OF CONTENTS.....3


 **WHAT DO I NEED TO GET STARTED? .....4**

**Minimum Hardware Requirements ..... 4**


**Software Requirements..... 4**

**Computer-Related Services..... 4**

 **HOW DO I ACCESS MY ONLINE COURSE?.....5**

 **OVERVIEW OF THE MY FDU PORTAL .....7**

**Webcampus In-Depth: Tools ..... 8**


 **OVERVIEW OF AN ONLINE COURSE ..... 10**


**Using the Navigation Menu/Buttons..... 10**


**Navigating in a Course..... 11**


*Navigating Between Content Areas..... 11*


*Navigating Within a Content Area..... 12*


 *Announcements..... 12*


 *Course Information..... 13*


 *Faculty Information..... 13*


 *Course Materials ..... 13*


 *Assignments ..... 14*


 *SafeAssign Assignments..... 17*


 *Communication..... 21*


 *Sending E-mail ..... 22*


 *Discussion Board ..... 23*


 *Collaboration..... 30*


 *Lightweight Chat..... 34*

 *Tools..... 36*

 *Digital Drop Box..... 36*

 *Tasks ..... 39*

 *Check Grade..... 39*

 *Course Calendar ..... 40*



## WHAT DO I NEED TO GET STARTED?

Webcampus courses require the use of a computer with Internet access. Although individual classes may have specific plug-ins that they want you to use, we do recommend the following basic hardware and software requirements:

### Minimum Hardware Requirements

PC	MAC
Windows XP or newer 400 MHz Pentium 3 Processor (800 MHz P4 for Vista) 256 MB RAM (512 MB RAM for Vista) 56 Kbps phone line or broadband Modem Sound Card and Speakers Access to a printer (color inkjet recommended)	Mac OS X (As necessary to run software, below) PowerPC or Intel Processor 512 MB RAM 56 Kbps phone line or broadband Modem Speakers Access to a printer (color inkjet recommended)

### Software Requirements

Word Processing	MS Word 2003 or higher, preferred
Web Browser	Internet Explorer 6 or higher, Mozilla Firefox 1 or higher. For Macintosh – also Safari 2 or higher
Adobe Acrobat Reader	Free download available at <a href="http://www.adobe.com">http://www.adobe.com</a>
RealPlayer	Free download available at <a href="http://www.real.com">http://www.real.com</a>
Virus Protection software	Norton Antivirus or McAfee VirusScan

### Computer-Related Services

Internet Service Provider (ISP)	For Internet access
FDU Webmail address	If you have not yet created your FDU email account, you should immediately visit the website: <a href="http://webmail.fdu.edu">http://webmail.fdu.edu</a>



## HOW DO I ACCESS MY ONLINE COURSE?

You must have a Webmail account and be officially registered for the course.

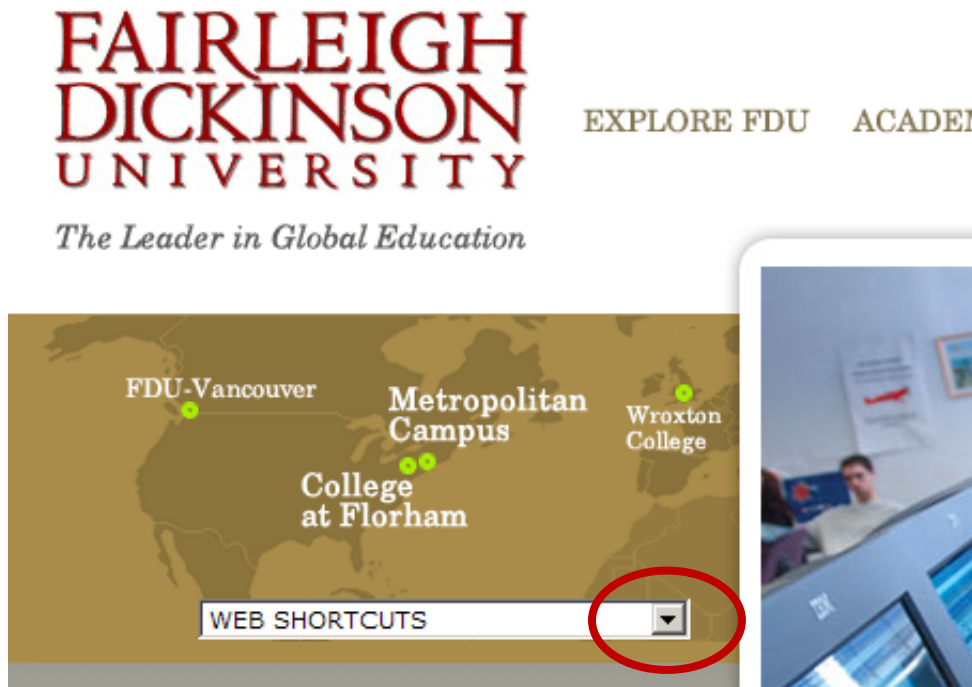
**Step 1: Register for Webmail account.**

If you need to, you can create your account by going to <http://webmail.fdu.edu>. Click on the “create new webmail account” link and follow the directions. If you have trouble, please call **(973) 443-8822** or email **FDUTAC@fdu.edu**.

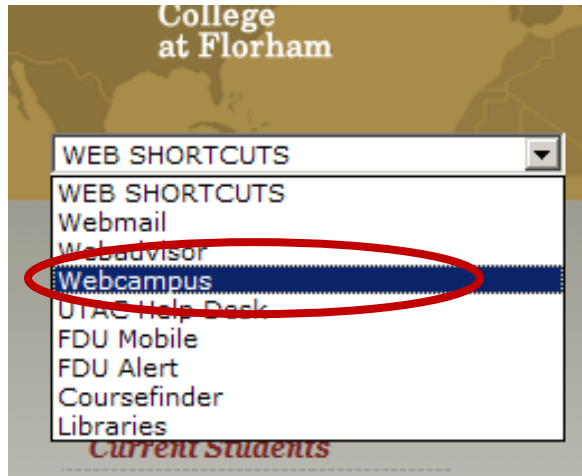
**Note:** It may take as long as 24 hours to create your Webmail account. So be sure to take care of this as soon as possible.

**Step 2: Go to FDU’s home page <http://www.fdu.edu>**

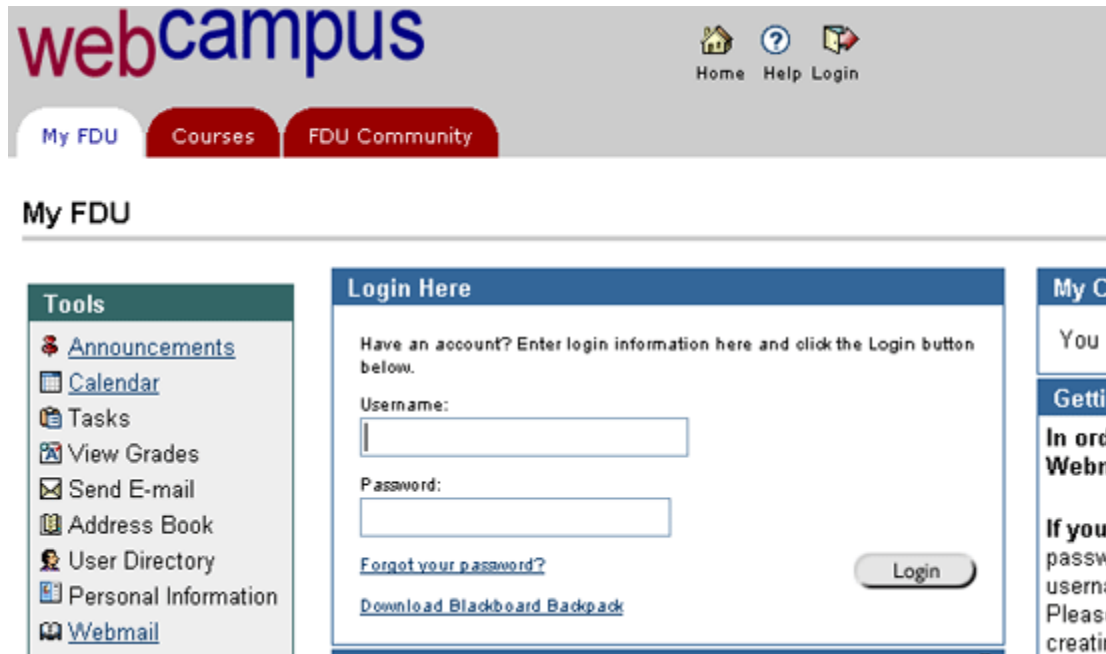
**Step 3: Go to the WEB SHORTCUTS pulldown menu.**



**Step 4: Select “Webcampus” from the pulldown menu.**



**Step 5:** Enter your Webmail username and password in the “Login Here” box.



**Note:** Your username is your entire Webmail login address (e.g. einstein@student.fdu.edu) and your password is your Webmail password.

**Step 6:** Click the **Login** button.

**Having Trouble with Your Password?** Passwords are case sensitive, so you may want to check the capitalization of your password. If you have forgotten your password, you can reset it at <https://webmail.fdu.edu>. If you still have problems, please contact (973) 443-8822 or email [FDUTAC@fdu.edu](mailto:FDUTAC@fdu.edu).



## OVERVIEW OF THE MY FDU PORTAL

The first page you will see is the “My FDU Portal page”, or simply the portal page. The next few pages will show you the various areas of the Portal page, as well as providing you instructions on how to customize this page to suit your needs. The picture below is a snapshot of how your Portal page may appear.

You can see from this picture that the portal page is really divided into two main sections.

**Global Header:** The top of the portal page shows you the Global Header, which is a global navigation scheme. You will be able to access different resources by clicking on the assorted buttons and tabs. The **My FDU** tab will always bring you back to the portal page.

**Tools and Content Area:** This is where you will access specific areas of the system, including your courses. At the top of this section, you should see the word “Welcome,” followed by your name. You should see an area on the left side of the screen called **Tools**. These tools will allow you to quickly access course tools. Although this area doesn’t have an official title, we are going to call it the Contents Page from now on.

## Webcampus In-Depth: Tools

Now that you have a basic overview of the Portal page, we are going to look at the **Tools** section in depth.

**Announcements** – Users can view important messages from faculty whose courses they are taking, as well as messages from the System Administrator (the Office of Educational Technology).

**Calendar** – Users can manage their course and personal events; there are three possible views – daily, weekly, or monthly.

**Tasks** – The Tasks page organizes your projects and allows you to track their status. A user can post personal tasks to their page, or faculty might post tasks specific to your courses.

**View Grades** – Some faculty might choose to use the Online Gradebook feature of the Blackboard software. If they do, you can check the grades for your course here.

**Send E-mail** – Users can access email functions for your specific courses, and can send email messages to other users in your courses.

**Address Book** – Just like the address book for your email, you can add contact information of your friends here. Keep in mind, you must enter a profile for one of your classmates or friends, even if they are already a system user.

**User Directory** – Users can list system users.

**Personal Information** – Your contact information is automatically entered into the Webcampus system. Since your contact information is tied directly to the FDU Webmail system, you will need to make changes to your contact information in the Webmail system. Please keep in mind the following information:

**Note:** You will **not** be able to change your email address. You can, however, have your Webmail forwarded to another address by using the Account Maintenance link at <https://webmail.fdu.edu>.

**Note:** If you want to change your password, you will need to do so through Webmail at <https://webmail.fdu.edu> using the Account Maintenance link.



**Webmail** – You can jump to the FDU Webmail system by clicking this link.

**Webadvisor** – This link gives you access to Webadvisor, which makes some of FDU's databases available to users, based on their roles and responsibilities at FDU.

**Student Resources** – This link takes you directly to FDU's new Web page of Student Centered Online Resources for Education (SCORE). This page provides additional links to general information, documentation for FDU's e-mail system, student resources for using Webcampus, Library resources, information about the anti-plagiarism services available from Turnitin.com, Novell networking information, and other technical information, as well as a link to FDU's Office of Information Resources and Technology (OIRT).



## OVERVIEW OF AN ONLINE COURSE

A course website consists of three areas, or frames.

- The **Course Path** allows users to return to any page accessed between the main course page and the current page. Sometimes called the breadcrumb trail, because you can see where you are in the course. Click on a blue link to move back in the course.
- The **Navigation Menu/Buttons** links users to content areas and tools.
- The **Content** frame displays the course material.



The image presented above is an example of how an online course will appear when you first access the course. If you've been following along on your own computer, you will probably also notice that the Global Header also appears – just above the Course Path identified in the picture. Since this header will follow a user everywhere in the Blackboard system, we are going to exclude it from our images.

### Using the Navigation Menu/Buttons

The most important thing for you to pay attention to is the navigation system that appears down the left-hand side of your course page. Your instructor may choose to use either buttons or a text menu. Your instructor has complete control over the options used for navigation but here is a list of the more common menu options, along with their features:

**Announcements:** This is the default page that opens when you first access your course. You can access previous announcements by using the tabs that appear at the top of the frame.

**Course Information:** General information concerning your course, such as the syllabus, grading policies, and links to the FDU Academic Integrity Policy.

**Faculty Information:** Contact information for your instructor, including office hours, email address, and office phone number.

**Course Material:** This is where the actual content of your course is likely to be located. You will find your readings, assignments, and links to recommended websites. Some faculty members prefer to call this button **Course Documents**.

**Communication:** There are several methods of communicating with your instructor and fellow classmates. Your instructor may decide to have separate buttons for these methods (so don't be surprised if you see separate buttons for **Send E-mail**, **Discussion Board**, or **Virtual Classroom**).

**Tools:** This feature is similar to the Tools section from the portal page, so you will probably see options like Calendar, Tasks, and Address Book.

## Navigating in a Course

You navigate within the webcampus environment just like you navigate in any website – you click on “hyperlinks” that take you to a new destination. There are really two types of navigation that you will need to be aware of: navigating between content areas, and navigating within a content area.

### *Navigating Between Content Areas*

As you probably already guessed, you navigate between content areas by clicking on any of the navigation buttons or menu options located on the left-hand side of the screen.

The screenshot displays the webcampus interface for a course. On the left, a vertical navigation menu is highlighted with a red circle, containing the following items: Announcements, Course Information, Faculty Information, Course Material, Communication, Discussion Board, Groups, Tools, Control Panel, Resources, and Course Map. The main content area features a header for 'Announcements' and a banner for 'The Global Challenge CORE 1006'. Below the banner, there are navigation buttons for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date 'Monday, August 27, 2001' is displayed. A 'System Outage' message is posted by John Balog, stating that the system is undergoing maintenance and will be unavailable for several times throughout the period.

## Navigating Within a Content Area

The content of your course will be presented in an orderly structure, making it easy for you to navigate between units of your course. To open folders and files:

**Step 1:** Click on a folder title to open the folder.



**Step 2:** Select the name of a link to access a specific file.



In addition, internal navigation buttons will appear at the top of each page to allow you to easily move within a section (in this example, we are moving around Week 1: Introduction and Orientation, which is inside of Unit 1: Welcome to the World).



## Announcements

The **Announcements** page is the very first screen you will see when you enter your course. Your instructor will use the announcements to notify you about new information pertaining to your course. These announcements might contain information about when assignments are due, changes to the syllabus, and corrections to the materials. With Version 7.2, your instructor has the option of sending you copies of Announcements through e-mail.

By default, you will see the announcements for the last seven days. If you need to review previous announcements, you can use the tabs that appear across the top of the announcements section.



## **Course Information**

The actual content posted under Course Information will vary from course to course but your instructor will likely include the following information:

**Syllabus:** The syllabus identifies the expectations and requirements for your online course. Your instructor will likely identify and describe any required texts, schedule face-to-face meetings, course content, and other general policies.

**Webcampus Student Handbook Resources:** The handbook provides general instructions for using Blackboard, a copy of Fairleigh Dickinson University's Academic Integrity Policy, guidelines for class discussion etiquette, and information on how to evaluate online resources.



## **Faculty Information**

The Faculty Information area holds specific information about the instructors that you will be interacting with for your course. In some cases, you may be involved with one of the university's Global Virtual Faculty members (**GVF**). For more information on the GVF program, you should visit the FDU Office of Global Learning at <http://www.globaleducation.edu>.



## **Course Materials**

Instructors have complete control of where they post their material. Most likely, your instructor has structured your course into various units (main topics) and subtopics (possibly either by chapter or by week). This material may be accessible directly through the course menu (on the left-hand side) or by first accessing the area labeled Course Materials (or possibly Course Documents).


College advisors love to tell new students that taking a 3 credit course means that they will probably spend 3 hours of instruction in class each week, as well as another 3 – 6 hours of homework. It shouldn't come as a surprise, but taking an online course is no different!

***You should probably get into the habit of accessing your course at least every other day!***



## Assignments

The Blackboard software provides you with a way to submit assignments to your instructor. Assignments may consist of essays, reports, group projects, or presentations. These assignments may be presented under Course Material or Assignments. Below is an example of an assignment. You will be provided with information about the assignment as well as a **View/Complete** option in order to view additional details and submit assignments.

 **Essay - Global Issues and the Scientific Method**

To explore how the scientific method might work, each student group will submit a 500-word outline of the steps that might be taken to investigate one of the following problems using the scientific method. Check this week's announcement for topic suggestions. In this assignment, you are not expected to look up these topics to see what others have to say; instead, you are to put what you have learned about the scientific method into practice by proposing a way a problem might be investigated using this method. This assignment will be worth a maximum of 15 points.

Consider, for example, what specific questions should be answered, what data should be collected, what experiments should be performed, or what theories might apply. Remember the primacy of theory: information, especially anecdotal data, is relatively meaningless in the absence of an explanatory theory.

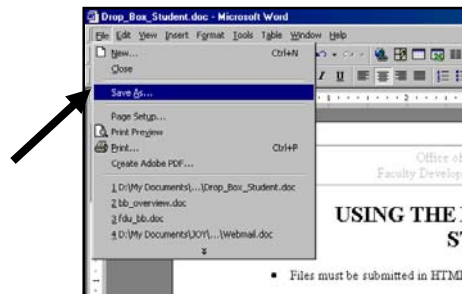
[>> View/Complete](#)

Your instructor may require that you submit your work in a certain format (e.g. Microsoft Word). If you aren't sure what version your instructor is using, it might be a good idea for you to save your assignment in a file format that can be read on most machines. The section that follows explains how to save your file in hypertext markup language (HTML), which is the same format that is used to create web pages.

### Saving a Document in HTML Format

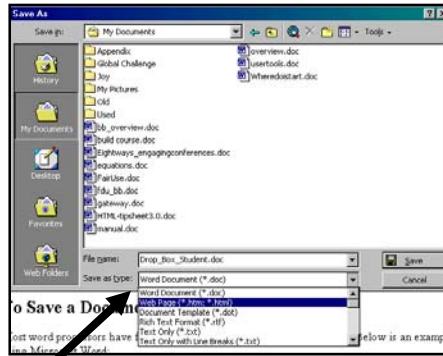
Most word processors have features to save documents in HTML format. You can usually make this conversion by using the program's **Save As** function, and selecting HTML from the list of options.

**Step 1: Select Save As from the File menu.**



**Step 2:** Select **Web Page (\*.htm; \*.html)** from the **Save As Type** pull down menu.

It is probably a good habit to use a naming scheme for your files. For instance, suppose you are working on the first essay for your class. In this case, you could name the file “doe\_john\_essay1”. Of course, you would only name it this if your name is John Doe!



## Sending a Document

- Step 1:** Navigate to the appropriate location under **Assignments** or **Course Material**.
- Step 2:** Click **View/Complete**.
- Step 3:** Enter any **Comments** that you would like your instructor to receive.
- Step 4:** Click the **Browse** button. This will open a small pop-up window.

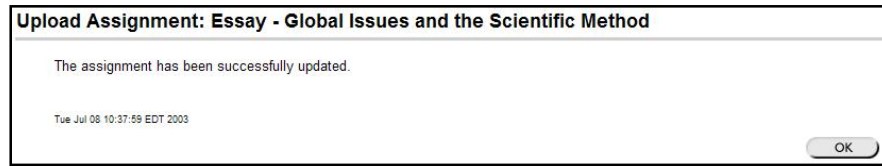
- Step 5:** Navigate to the location where you saved the file. Choose your saved file by selecting it. Then, click the **Open** or **Select** button.





**Step 6:** If necessary, use the **Add Another File** option.

**Step 7:** Click the **Submit** button. You will receive a confirmation receipt.

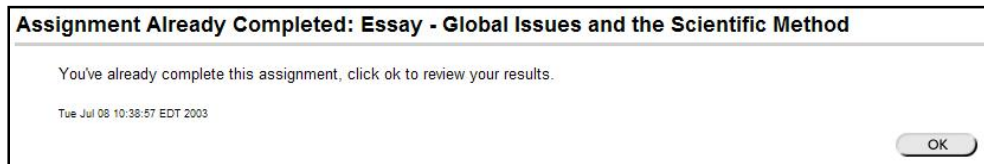


### Reviewing Submission / Checking Grades

**Step 1:** Navigate to the appropriate location under **Assignments** or **Course Material**.

**Step 2:** Click **View/Complete**.

**Step 3:** You will receive a message stating that the assignment has already been completed. Click **OK**.



**Step 4:** Your comments and file(s) will be appear under **My Work**.

**Step 5:** Any grades, comments, and files will appear under **Feedback From Instructor**.







## SafeAssign Assignments

Fairleigh Dickinson University's Student Handbook includes a statement of FDU's Academic Integrity Policy. That policy briefly defines plagiarism as "representing the ideas or language of others as one's own" (<http://www.fdu.edu/studentlife/2008metro/1321.pdf>). The Handbook also refers to the definition by the Council of Writing Program Administrators, saying that plagiarism "occurs when a writer deliberately uses someone else's language, ideas or other original (not common-knowledge) material without acknowledging its source." Notice that by this definition, a document need not correspond exactly letter-for-letter, or word-for-word with a source in order to constitute plagiarism. ("Defining and Avoiding Plagiarism: The WPA Statement on Best Practices."  
<http://www.wpacouncil.org/positions/WPAplagiarism.pdf>)

SafeAssign is the University's anti-plagiarism resource, integrated with Webcampus for the first time with Version 8. It is a plagiarism prevention service, offered by Blackboard (the company that licenses Webcampus) to its clients. SafeAssign works by taking submitted documents (typically student papers) and comparing them on a sentence by sentence basis with a database of existing documents from the following sources:

- **Internet** – a comprehensive index of documents available for public access on the Internet via the Microsoft Windows Live search engine.
- **ProQuest ABI/Inform** database – with more than 1,100 publication titles and about 2.6 million articles from the 1990s to the present time, update weekly (exclusive access).
- **Institutional document archives** – contain all papers submitted to SafeAssign by users in their respective institutions.
- **Global Reference Database** – contains papers that were submitted voluntarily by students from Blackboard client institutions to help prevent cross-institutional plagiarism.

When a student completes and submits a SafeAssignment, SafeAssign will automatically perform search and comparison operations, using the databases referred to above. SafeAssign then provides an Originality Report, indicating what percentage of the submitted paper matches existing sources. Since this matching process occurs sentence-by-sentence, passages need not correspond on a letter-by-letter or word-by-word basis to be marked by SafeAssign as a probable match (that is, SafeAssign will indicate that a submitted sentence probably means the same thing as a sentence in an existing source). Faculty members are encouraged to review the SafeAssign Originality Reports for all student work submitted through SafeAssignments.

For more information, consult these online resources:

SafeAssign Web site: <http://www.safeassign.com>

SafeAssign Wiki: <http://wiki.safeassign.com/display/SAFE/Home>

## How Students Submit Papers

Follow these steps to submit a paper to a SafeAssignment:

**Step 1:** From a content area within a course, go to the **SafeAssignment**. **SafeAssign features are**

**marked with an icon:**  .

**Step 2:** Click the **View/Complete** link at the bottom of the instructions for the assignment.




### Week 3 - Scientific Method

1. Prepare your response as an MS Word document.
2. Click on the link below to submit this assignment electronically.

>> [View/Complete](#)

**Step 3:** The **Upload SafeAssignment** page will appear.

SAFE ASSIGN TRAINING (SAFE\_ASSIGN\_TRAINING) > UPLOAD SAFEASSIGNMENT

 **Upload SafeAssignment**

By submitting this paper, you agree that your institution may use it in accordance with your institution's policies and without recourse against Blackboard Inc.

**1 Assignment Information**

Name SafeAssign Example 5  
Instructions

**2 Your Files**

Comments

File To Attach

NOTE: SafeAssign accepts files in Microsoft Word (doc) TXT / RTF / HTML / PDF formats only. Please DO NOT upload files in any other formats, including JPEG / ZIP.

**Please Note:** You must “Browse” to your file on your local system and select (or highlight) it. Only certain kinds of files may be submitted through SafeAssign: .doc, .docx, .txt, .rtf, .htm or .html and .pdf files.

**Step 4:** Complete the page using the table below as a guide and click **Submit**.

**Please Note:** If the paper you are submitting has images in it, the images must not exceed 2MB or the submission may fail.

The **Upload SafeAssignment** page includes the following fields.

Field	Description
<b>Name</b>	Displays the title of the SafeAssignment.
<b>Instructions</b>	Displays the instructions for the SafeAssignment.
<b>Comments</b>	Enter any comments for the Instructor in this field.
<b>File to Attach</b>	Click Browse to locate a file to upload as a SafeAssignment.
<b>Global Reference Database</b>	You have the option to volunteer your paper to the Global Database that will allow other papers from other institutions to be checked against yours to protect the originality of your work across institutions.

Step 3 is when students decide whether to submit to the Global Reference Database, by clicking on the checkbox, and Step 4 is when they Submit their SafeAssignments.

**3 Global Reference Database**

Submitting to the SafeAssign Global Reference Database allows papers from other institutions to be checked against your paper to protect the originality of your work across institutions. To learn more about the Global Reference Database click [here](#).

I agree to submit my paper to the Global Reference Database

**4 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

## How Students Check Their SafeAssign Submissions

Follow these steps to confirm that you've submitted your paper properly:

- Step 1:** First you must submit your paper to the **SafeAssignment**.
- Step 2:** After the SafeAssign matching process is complete (which may take several minutes, perhaps as long as an hour), you may return to the SafeAssignment and click the **View/Complete** link again.

You should see all of this information associated with your paper:

Field	Description
<b>Text</b>	Click the icon to see an online, formatted version of the paper text.
<b>File</b>	Click the icon to download the actual file you submitted
<b>Matching</b>	Percentage of the paper that matched with source documents  <b>SafeAssign Originality Report</b> - click the icon to view the interactive report detailing the results of the matching process.
<b>SA Report</b>	PLEASE NOTE: You will only see this field if the instructor has made the report "Student Viewable".
<b>Submitted</b>	The date and time you submitted the paper

## How Students View Their Instructor's Comments

Your instructor can provide comments about your paper directly on Webcampus or upload a document with his/her comments.

Follow these steps to view or download your instructor's comments:

- Step 1:** Return to the SafeAssignment and click **View/Complete**.
- Step 2:** Scroll to the bottom to see the comments (if the instructor has entered any directly).
- Step 3:** If the instructor has attached a separate file with comments, you will see an option to **Download**.
- Step 4:** Click to download the file with the comments.



## Communication

The Blackboard software provides you with many ways to communicate with your instructor, Global Virtual Faculty, and fellow students. These include e-mail, discussion boards, group chats and file transfers. As was the case with the navigation buttons, this area can be customized by your instructor, so some of the options listed here may not be available to you:



### Announcements

Information such as assignment due dates, syllabus changes, and corrections.



### Roster

Lists all the students who are taking your course.



### Send E-mail

Send email to students and other instructors in the course.



### Group Pages

Listing of groups in the course and access to private group areas.



### Collaboration

Synchronous tools allowing for a chat room, whiteboard, Internet browsing, and Q & A area.



### Discussion Boards

Asynchronous tool with discussion threads and responses.



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

The Webcampus Send E-mail tool is a quick and easy way to send email to your instructor as well as other students. You can e-mail individual students, groups of students, all students, or all course members (including Global Virtual Faculty).

The most important thing for you to remember is that this tool only supports outgoing e-mail. Messages that are sent using this tool will be received at your FDU Webmail account (webmail.fdu.edu). If you are using your own computer, you might want to configure an e-mail client (like Eudora or Outlook Express) to receive your Webmail. You can find instructions on how to configure your system at isweb.fdu.edu, or under the View Documentation link on the Webmail (webmail.fdu.edu).

If you would like, you can set up your Webmail account to automatically forward all mail to another email account. For instance, you might want to use this option if you have a Hotmail or AOL account that you use regularly. Please be advised that you will still need to remember your Webmail user information (remember – this information is how you will log into your course in the first place!) If you are interested, you should access the webmail.fdu.edu site and choose the Account Maintenance option.

In the example that follows, we will show you how to send e-mail to another student:

**Step 1:** Click on the **Communication** button.

**Step 2:** Select the **Send E-Mail** option.

**Step 3:** Click on the **Select Users** option.




### **Send Email**

---

- ▶ [All Users](#)
- ▶ [All Groups](#)
- ▶ [All Teaching Assistant Users](#)
- ▶ [All Student Users](#)
- ▶ [All Instructor Users](#)
- ▶ [Select Users](#)
- ▶ [Select Groups](#)

OK

**Step 4:** In the **Available to Select** box, click to select the name of the user you want to send a message to, or control-click or shift-click to select multiple names. Click on the rightward pointing arrow button between the **Available to Select** and **Selected** boxes to add names to the list of users you want to send your message to.

 **Select Users**

---

**1 Email Information**

**To**

Available to Select		Selected
Barbara Byrnes		
Barbara Ely		
Elizabeth D'Emic	▶	
Gregory Caponegro		
Jean Kenny	▶	
Jean Wilcox		
Jennifer Conlan		
Jody Parziale		

**From** pcy@fdu.edu

**Subject**

**Message**

**Step 5:** Use the **Subject** field to provide some description of the topic of your message, so users know why they are getting this message, and are more likely to open it.

**Step 6:** Type your message in the **Message** field.

**Step 7:** Click the **Submit** button. The Blackboard system will indicate if the submission was successful.

**Step 8:** Click the **OK** button.



## **Discussion Board**

Webcampus provides a discussion board as a communication tool to use for your online course. This feature is designed for **asynchronous** use, so users do not have to be online at the same time in order to carry on a conversation.

Discussion board conversations are logged and organized using **Forums** that contain **threads**. You should think of a Forum as a main topic – like “Rain Forests.” Threads are more like questions about a topic. In this case, a thread might say something like “Annual destruction of rain forests.”

Replies to a thread will be indented, giving the user a sort of hierarchical structure to illustrate the relationship between messages.

### Accessing the Discussion Board

**To begin:** Your instructor may provide a link directly to the appropriate Discussion Board in an Announcement. Simply click on the link provided

OR

Click on the **Discussion Board** button or menu text from the navigation bar. Click the name of the **Forum** that you would like to access.

**Discussion Board**

Search   After Aug 31 2006  Before Aug 31 2006

in

Forum	Total Posts	Unread Posts	Total Participants
<a href="#">Global Cafe</a> This is a place for informal conversation.	1	1	1
<a href="#">Resistance to Change</a> What is so wrong with change? Why does change often generate such fierce resistance?	0	0	0
<a href="#">Sources of Information</a>	0	0	0

### Tree View or List View

Webcampus provides two ways to look at threads and posts in a discussion board. You can change views at the thread detail level by clicking on one or the other buttons in the upper right part of the screen

**Course Discussions: The Ice Breaker** Tree View List View

Thread Collect Flag Clear Flag Mark Read Mark Unread Search

<input type="checkbox"/>	<input type="checkbox"/> <a href="#">Where have you been?</a>	Keith Williams	8/22/06 9:17 PM
<input type="checkbox"/>	<input type="checkbox"/> <a href="#">Re: Where have you been?</a>	Barbara Byrnes	8/22/06 9:03 PM
<input type="checkbox"/>	<input type="checkbox"/> <a href="#">Re: Where have you been?</a>	Michelle Meyer	8/22/06 9:03 PM
<input type="checkbox"/>	<input type="checkbox"/> <a href="#">Re: Where have you been?</a>	Elizabeth D'Emic	8/22/06 9:03 PM
<input type="checkbox"/>	<input type="checkbox"/> <a href="#">Re: Where have you been?</a>	Paul Younghouse	8/22/06 9:03 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">How do you like the training so far?</a>	Vincent Varrassi	8/22/06 9:03 PM
<input type="checkbox"/>	<input type="checkbox"/> <a href="#">My response</a>	Michelle Meyer	8/22/06 9:17 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">I've been here</a>	Gregory Caponegro	8/22/06 9:03 PM



**Tree View** arranges the posts in a thread in indented collapsible and expandable lists under their parent posts. Click on the box with a plus sign to expand, and on the box with a minus sign to collapse those lists of subposts.

**List View** simply arranges the posts in chronological order, based on the times when posts were submitted. List view will also show you whether posts have been “tagged,” and will let you select all the posts in a thread that have been tagged with the same category or tag, by clicking on the tag in the List View list.

**Course Discussions: The Ice Breaker** Tree View List View

Thread Collect Mark Read Mark Unread Search

Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
1/17/06 4:35 PM	<a href="#">Where have you been?</a>	Keith Williams	Published	<a href="#">Many places</a> <a href="#">Northeast USA</a> <a href="#">Europe</a> <a href="#">Southeast USA</a> <a href="#">California</a>	0	5
1/18/06 10:39 AM	<a href="#">Mv response</a>	Michelle Meyer	Published		0	1

**To Read and Respond to a Post**

**Step 1:** Click the name of the message (thread) that you would like to read or respond to.

**Course Discussions: The Ice Breaker**

Thread Collect

Display **Published** GO Search  in **Current Forum**  After Aug 31  Before Aug 31

Date	Thread	Author	Status	Unread Posts	Total Posts
8/22/06 9:03 PM	<a href="#">How do you like the training so far?</a>	Varrassi, Vincent J	Published	2	2
8/22/06 9:03 PM	<a href="#">I've been here</a>	Caponegro, Gregory	Published	2	2
8/22/06 9:03 PM	<a href="#">travel</a>	Wilcox, Jean T	Published	1	1
8/22/06 9:03 PM	<a href="#">I like to travel</a>	Byrnes, Barbara	Published	1	1
8/22/06 9:03 PM	<a href="#">I hope the lunch gets delivered on time.</a>	Varrassi, Vincent J	Published	6	6

**Step 2:** Read the message, at the bottom of the page. Click the **Reply** button to post a reply.

**Thread Detail**

Search 
 After Aug 31 2006  Before Aug 31 2006

in

---

**Thread:** [travel](#)

**Total posts:** 1      **Unread posts:** 0      [Previous Thread](#)

<input type="checkbox"/>	<a href="#">travel</a>	Wilcox, Jean T	8/22/06
--------------------------	------------------------	----------------	---------

---

Select All

---

**Subject:** travel


**Author:** [Wilcox, Jean T](#)  
**Creation date:** Wednesday, January 18, 2006 10:39:35 AM EST  
**Date last modified:** Tuesday, August 22, 2006 9:03:35 PM EDT  
**Total views:** 6 **Your views:** 1

to England, home of the Bard

**Subject:** travel

**Step 3:** Enter the appropriate information in the text fields. By default, the reply automatically fills in the subject for you.

**Please Note:** The Discussion Board does not have a spell check feature. You may want to create your posting in a word processing program, and then copy the text into the Discussion Board. There are detailed instructions found in the next section of this manual.

 Reply to Post

**1 Message**

[Show Original Post](#)

Subject: RE:travel

Message

Normal 3 Times New Roman B I U S x<sub>2</sub> x<sup>2</sup> [List icons]

[Rich text editor toolbar icons]

Path: body

**Please Note:** The message to which you are responding will be displayed under the text fields for the reply.

**Step 4:** Your instructor may make it possible for you to post anonymously. Check the box to post as Anonymous. This is not recommend, and will be rare, for special reasons.

**Step 5:** If you wish to attach a file to your posting, click the **Attach a file** link. You will need to locate and select the file from your computer (or disk), and then click **Open** or **Select**.

Path: body

Post message as Anonymous

**2 Attachments**

Attachments [Attach a file](#)

**3 Submit**

Click **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Cancel Save Submit

**Step 6:** Click **Save** to save your message as a draft.

**Step 7:** Click **Submit** to post your message.

**Step 8:** Click **OK** to enter another forum or click a link to view another message in the current forum.

### Copying and Pasting from Existing Text

Because Webcampus does not have a spelling or grammar checker, you may want to do most of your writing in a traditional word processing application (such as Microsoft Word). You can then copy this text into Webcampus.

**Step 1:** While keeping the browser application open, locate and open your word processing program.



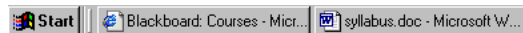
**Hint:** In Windows, you can “hide” the application window by clicking the minimize button, the first button in the row at the top right of the application window.

**Step 2:** **Open** the word processed file on your computer.

**Step 3:** In your Word document, highlight the text you wish to copy.

**Step 4:** Select **Copy** from the Edit menu in your word processor.

**Step 5:** Switch back to your open browser window by clicking on the application icon located on the Windows taskbar.



**Note:** In Windows, the taskbar displays a button for each open window. You can use these buttons to switch between windows.

**Step 6:** Click in the field where you would like to paste your text. For example, if you had chosen to Reply to a posting, click in the **Message** area.






**Step 7:** From the browser’s menu, choose Edit and then **Paste** to place the text into the field.

### Starting a New Thread

Your instructor may give you the ability to create a new thread. To check if you have this ability, look for a **+ Thread** button.

REGIONAL CENTER TRAINING > DISCUSSION BOARD > COURSE DISCUSSIONS:THE ICE BREAKER

## Course Discussions: The Ice Breaker

 Thread
  Remove
  Collect
  Lock
  Unlock

Display  
 Search 
 in 
 After
   
 Before

	Date	Thread	Author
<input type="checkbox"/>	8/22/06 9:03 PM	<a href="#">How do you like the training so far?</a>	Varrassi, Vincent
<input type="checkbox"/>	8/22/06 9:03 PM	<a href="#">I've been here</a>	Caponegro, Gregory
<input type="checkbox"/>	8/22/06 9:03 PM	<a href="#">travel</a>	Wilcox, Jean T

**Step 1:** In the forum where you'd like to start a new thread, click the **+** **Thread** button.

**Step 2:** The rest is the same as posting a message. Enter the **Subject** and **Message** to be posted.

**Step 3:** Select the appropriate **Options**.

**Step 4:** If you wish to attach a file to your posting click the **Attach a file** link and locate the file.

**Step 5:** Click **Submit** to post your message.

### Searching Within a Forum

You have the ability to search for a thread within a specific forum.

**Step 1:** Select the appropriate search criteria and click the **Search** button. You may search by keyword in the Current Forum, the Current Discussion Board, or All Forums in the Course. You may search for posts **After** a certain date, or **Before** a certain date.

Search 
 in 
 After
   
 Before

Aug  2006 
  
 Aug  2006

**Step 2:** The search results will be displayed as a list, with the name of the thread, the dates the posts were published, the Subject lines, and the authors' names, along with the messages.



## **Collaboration**

In the last section, you learned that the Discussion Board is an **asynchronous** method of communicating. Blackboard also provides a **synchronous** communication tool, which requires users to be **online at the same time**. The **Collaboration** tool provides this synchronous communication – similar to chat or instant messenger.

This is one of the features that your instructor may or may not choose to use in the course. Assuming it is available, we'll now take a look at its features, which include **Chat**, **Question & Answer**, and **Whiteboard**. Using these features, you can draw, ask questions, navigate web pages, or carry on chat. However, your instructor may limit your access to some of these features, as explained below.

### **Browser Requirements**

You must have Java and JavaScript enabled in your web browser to use this feature. If you're not sure what this means, then you are probably okay. Most new browsers have these features enabled by default; they only become disabled if you turn them off. If you have done so in the past, now is the time to turn these back on.

### **Time Considerations**

The Virtual Classroom may take a few moments to load before you are able to use it. Be patient, and plan on logging into the Virtual Classroom at least 5 minutes before you need to use it.

### **Floor option**

In addition to the ability to block individual users from any of the four activities (Chat, Draw, Navigate, or Question), your instructor also has the option of turning on a "Floor" feature. This feature makes using the Virtual Classroom similar to a classroom setting – you will need to "raise your hand" and wait until your instructor calls on you before you are able to use the features. You cannot perform any activity until your instructor has acknowledged and granted your request "for the floor".

**Step 1:** Click on the **Communication** button and choose **Collaboration**.

**Step 2:** Click the **Join** button for the appropriate session. **Lecture Hall** and **Office Hours** are the default sessions but your instructor may create additional ones.

**Collaboration Sessions**

Filter:  Search by:  Session Name  Start Date  End Date (MM/DD/YY)

Session Name	Tool	Start Date	End Date	
Lecture Hall	Virtual Classroom			<input type="button" value="Join"/>
Office Hours	Chat			<input type="button" value="Join"/>

## The Virtual Classroom

The main area of the Virtual Classroom includes all of the functions available to users. Your Instructor has the ability to control access and functionality so you may or may not have all of these features available to you. In general, you can interact with others using the chat feature and use the Whiteboard to post content, open Web pages, and draw.

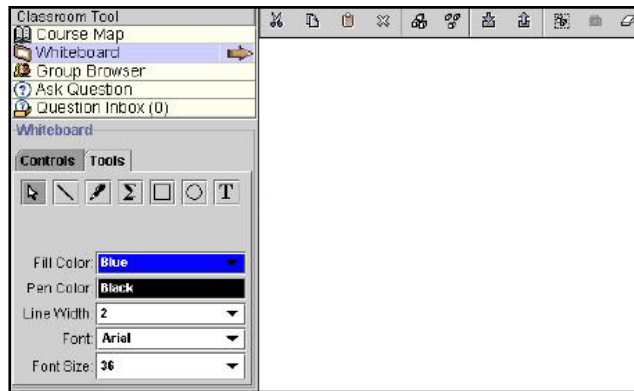
**Classroom Toolbox** →

**Chat** →

The screenshot shows the Blackboard interface for a 'Lecture Hall' session. On the left, the 'Classroom Toolbox' is visible, containing options like Course Map, Whiteboard, Group Browser, Ask Question, and Question Inbox. Below this is a 'Whiteboard' section with drawing tools (eraser, line, rectangle, circle, text) and settings for fill color (Blue), pen color (Black), line width (2), font (Arial), and font size (36). At the bottom left, the 'Participants' list shows 'smackey' with a role of 'Moderator'. The main chat area displays a log of events: '[smackey joined the session] Aug 3, 2002 9:55:31 AM EDT', '[smackey left the session] Aug 3, 2002 9:55:36 AM EDT', and '[smackey joined the session] Aug 3, 2002 9:57:48 AM EDT'. A 'Compare' button and a 'Join Session' button are at the bottom right.

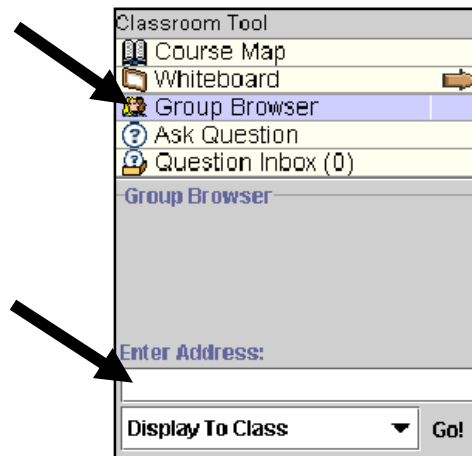
## Whiteboard

The Whiteboard enables the Instructor and participants to present information during a Virtual Classroom session as they would on a blackboard in a classroom. Using the Tools palette in the Whiteboard, an Instructor can draw images, type text, and present equations. The Whiteboard Tool bar enables users to manipulate items on the Whiteboard and to take a picture of the Whiteboard for the archive.



## Group Browser

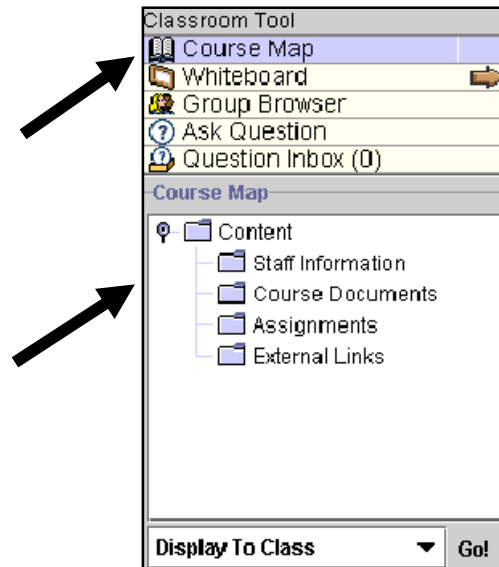
The Group Browser enables participants to collaboratively browse the Web during a Virtual Classroom session. The URLs viewed in the session will be recorded in the archive if one is created.



## Course Map

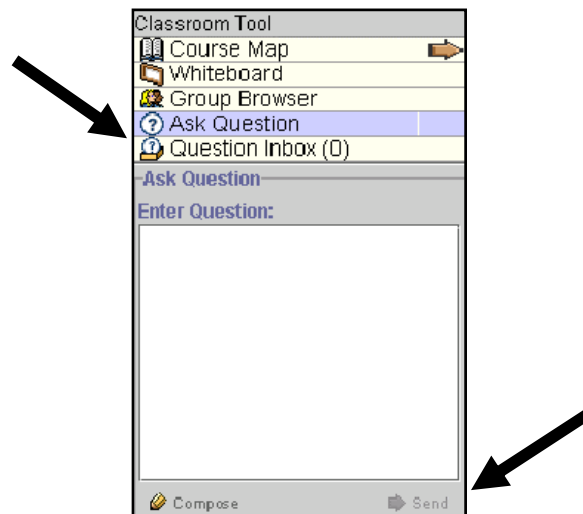
The Course Map enables participants to browse the Course Contents while they are in a Virtual Classroom. By default, the Instructor has access to operate the Course Map.





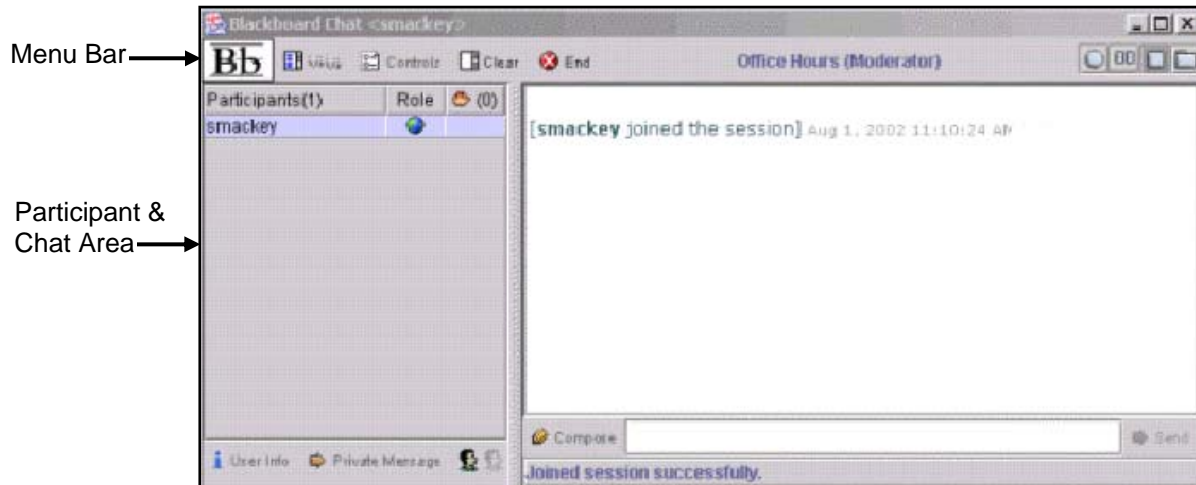
## Ask Question

The Ask Question feature allows you to ask your instructor questions during a Virtual Classroom session. Responses will be posted in the Ask Question section. To compose a question, enter the text in the Ask Question area and click **Send**.



## Lightweight Chat

The Lightweight Chat allows participants to interact with each other and the Instructor via a text-based chat region. This region is part of the Virtual Classroom, but can also be accessed separately without the rest of the tools that make up the Virtual Classroom.



The Participant Area displays the names of all of the participants in the Chat session and allows the Instructor to manage their participation. This area also displays which participants have requested to speak and which have been recognized. The Chat area displays all of the text-based communication between the participants and the Instructor during a chat session.

The table below details the functions available in this area.

To . . .	then . . .
enter a message for the class to read	type the message in the <b>Compose</b> field. Click <b>Send</b> . Messages will appear in the chat space above the Compose field.
view user information	select a participant in the Participant list and click <b>User Info</b> .
allow a participant to join the chat session	click the hand symbol next to the user name.
send a private message to a participant	Select a participant in the Participant List and then click <b>Private Message</b> . The Compose Private Message pop-up window will appear. The Instructor can send and receive private messages from the participants during the Virtual Classroom or Chat session. Participants can send private messages to each other if the Instructor enables this tool in the Session Controls. Private messages are not recorded or archived.

## Group Collaboration

Occasionally, your instructor may want you to conduct group research or to work with other students in a collaborative manner. If this is the case, your instructor will probably ask you to use the Groups tools to keep in communication with the members of your Group.

Your instructor can grant you access to a number of Group tools (which are simply group versions of the Communication tools that we have already seen earlier in this manual). These tools include Send E-mail, Discussion Board, Virtual Classroom, and File Exchange. Keep in mind that these group tools are separate from the class communication tools. Only users assigned to a specific group will be able to access the Group tools.

**Step 1:** Click on the **Communication** button or text link from the course menu.

**Step 2:** Click the **Group Pages** option.

**Step 3:** Click on the name of the group that you are assigned to.

<b>Group Name:</b>	<b>Black Holes Project Group</b>
<b>Description:</b>	This group will research and report on the formation and exploration of black holes in the universe.
<b>Members:</b>	Casey, Tricia Fielding, Brent Sapp, Kiley

**Step 4:** Select the **Group Tool** that you would like to use (you can refer to other parts of this manual for detailed instructions on how to use these features.)

▶ <b><u>Discussion Board</u></b>	Use your group discussion board for course-related debates and conversations.
▶ <b><u>Group Virtual Classroom</u></b>	Meet your group for a real-time discussion.
▶ <b><u>File Exchange</u></b>	Exchange files with your group members.
▶ <b><u>Send E-mail</u></b>	Send e-mail messages to one or all of your group members.
▶ <b>Group Members</b>	



## **Tools**

Your online course will make use of numerous **Tools** throughout the semester. Keep in mind that these tools are available at the discretion of the instructor, so some of them may not be available to you for a particular class.

To access these tools, click on the **Tools** button.



### [Address Book](#)

Users store contact information in the Address Book. The Address Book is empty until the user enters contacts.



### [Calendar](#)

Customizable listing of course and personal events.



### [Digital Dropbox](#)

Electronic file exchange between instructor and students.



### [Homepage](#)

Allows users to create a web page with personal information.



### [My Grades](#)

Students can view grades on assignments.



### [Personal Information](#)

Some textbooks come with a CD-ROM that has supporting materials. If this is the case, the Blackboard system can access these materials directly if you “**Set CD drive.**”



### [Tasks](#)

Organize projects, set priorities, and track task status. Each user can post personal tasks to their page.



### [User Manual](#)

Online resource guide to functions and features of Blackboard software.



## **Digital Drop Box**

Webcampus provides an option called the Digital Drop Box (also referred to as the DDB). Your instructor may ask you to use the DDB to submit assignments.

Anticipating that all users would be using computers to do their work, the developers of the Blackboard software that runs Webcampus put safeguards in place to ensure that your work is not lost in cyberspace or damaged by a virus or disk error. The tool they came up with is the Digital Drop Box.

You might want to e-mail your work to your instructor, but let’s take a minute to look at why it might be better to use the DDB.

## How the Digital Drop Box Works

You should think of the DDB as like a row of lockers. Each student gets his or her own locker. When you choose the **Add File** option, you are simply saving your document on the Webcampus server. It gets backed-up regularly and has virus protection software installed. So if you save a document to this server, the likelihood of you suffering an “Unrecoverable Disk Error” is eliminated.

Your instructor also has a locker. You can send your assignments to your instructor by selecting **Send File**. If you use this option, one copy of your file is stored in your locker, and another copy of the file is stored in your instructor’s locker.

## Sending a Document

In order to send a document to your instructor, you must select the **Send File** button!

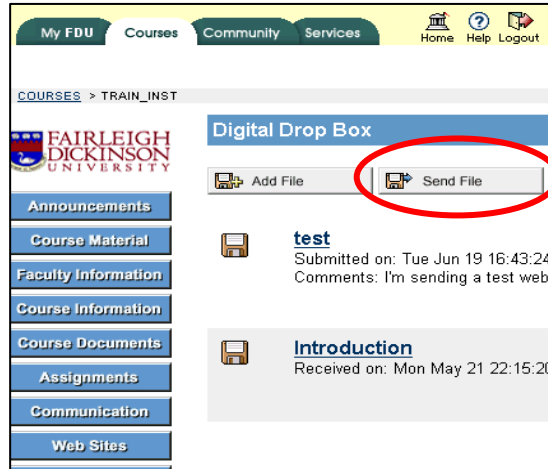
**Step 1:** Access the **Digital Drop Box** by clicking on the **Tools** button.



Select **Digital Drop Box** from the list of course tools.

**Step 2: Click on the **Send File** button.**

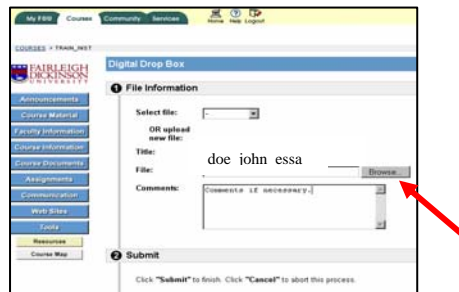
**Please Note:** Using the Add File command will only place a copy of your assignment in your own locker. If you want your instructor to get a copy of your assignment, you must use the Send File option.



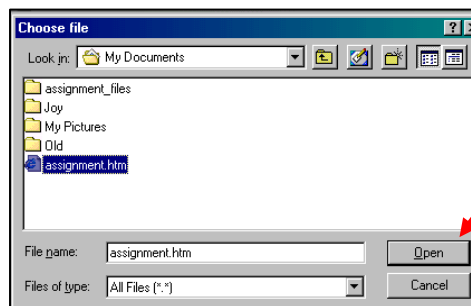
**Step 3: Enter the **Title** for your document.**

Again, it is probably a good idea to use a consistent naming scheme for your assignments. For instance, you could give your first essay the title “doe\_john\_essay1”.

**Step 4: Click the **Browse** button. This will open a small pop-up window.**



**Step 5: Navigate to the location where you saved the file. Choose your saved file by selecting it. Then, click the **Open** or Select button. The file's complete name will appear in the File field.**



**Step 6:** Enter any **Comments** that you would like your instructor to receive.

**Step 7:** Click the **Submit** button.

If you did everything right, Blackboard should notify you that your submission was successful. Your file will be listed with a “submitted” date and time. If it says “posted” date and time, then you accidentally used the **Add File** button instead of the **Send File** button. You should repeat the process, making sure you actually send the file to your instructor.

You can now click on the **OK** button and continue to do other work. For good measure, it might be a good idea to send your instructor a quick e-mail to notify her that you have submitted your assignment using the DDB.



## Tasks

This is another optional feature that your instructor may enable for you to use. Your instructor will post tasks for your course to help you keep track of your assignments.

Tasks			
▲ High Priority ▼ Low Priority			
PRIORITY	SUBJECT	STATUS	DUE DATE
■	<a href="#">Individual Assignment No. 1</a>	<a href="#">NOT STARTED</a>	Jun 8, 2001
■	<a href="#">Individual Assignment No. 2</a>	<a href="#">NOT STARTED</a>	Jun 11, 2001

- Task information is displayed by priority, subject, status and due date.
- You can set the status for each task to **Not Started** (the default), **In Progress**, or **Completed**. Clicking on the Status link will update this setting.
- You can also view these tasks from the Tasks option on the **My FDU** portal page.



## Check Grade

If your instructor has made this feature available, then you will be able to check your grade by selecting this option from the **Tools** menu. Please note that you will only be able to see your grades – not those of your classmates. Similarly, none of your classmates will be able to see how you have scored on assignments.

Generally speaking, your final grade in the class will be a combination of how you have performed on tests, essays and projects, as well as a class participation component.

Your instructor might not use the Grade tool for all assignments, so your total points listed may not reflect your actual grade in the course.



## Course Calendar

The Course Calendar is a very useful tool for tracking deadlines and assignments across the Blackboard system. When you access this tool from within your course, the calendar will display relevant information.

**Note:** This is an optional tool that your instructor may use. If your instructor has added information into the calendar (like assignment due dates), then you will be able to view them here. If not, remember that your instructor has probably already included due dates in the syllabus, which can be found by accessing the **Course Information** link.

The default view shows the day's events. However, users may also select a weekly or monthly view by clicking on the appropriate tab (**View Day**, **View Week**, or **View Month**).

You can move directly to a specific date by clicking on the **Quick Jump** link.

You can move forward or backward from the given date by clicking the arrows left or right of the selected date.

The screenshot shows the 'Calendar: View by Day' interface. At the top, there is a 'Quick Jump' link circled in red. Below it are four tabs: 'VIEW DAY', 'VIEW WEEK', 'VIEW MONTH', and 'VIEW YEAR'. The 'VIEW DAY' tab is selected. Below the tabs, the date 'Thursday, August 31, 2006' is displayed, with left and right navigation arrows circled in red. Below the date, there is a list of times: 6:00, 6:30, 7:00, 7:30, and 8:00. Red arrows point from the 'Quick Jump' link to the 'VIEW WEEK', 'VIEW MONTH', and 'VIEW YEAR' tabs.



# WEBCAMPUS HELP RESOURCES

## FDU Technical Assistance Center

### Now Available 24 Hours a Day!

The Fairleigh Dickinson University Technical Assistance Center (UTAC) is the university helpdesk support organization. Students, faculty and staff may contact the UTAC to initiate support requests for online courses as well as other software and/or hardware issues.

UTAC's primary goal is to initiate your support request, verify your contact information, assist with troubleshooting and resolution, or to swiftly escalate to resolving parties so that you may focus on your work, and your goals.

**Phone: (973) 443-UTAC**  
(973) 443-8822

**Email: [FDUTAC@fdu.edu](mailto:FDUTAC@fdu.edu)**  
**WWW: <http://isweb.fdu.edu/depts/utac.html>**

## Online Blackboard Assistance

The software running on the Webcampus server is called Blackboard. Specifically, FDU is using version 7.3. If you have questions about any of the Blackboard features, you can find additional information at the sources below:

**Online Support:** "Behind the Blackboard" provides full on-line support available through <http://support.blackboard.com> or through the **Help** icon at the top left of the window above the tabs. Registration is free and easy and will give you access to:



**Search the Knowledge Base**  
**Self-Paced Tutorials**  
**Download Plug-Ins**

**Student Manual:** From within a course, click on the **Tools** button. Next, click on the link for **Manual**. This will bring you to the **Student Manual** with interactive links as well as a Table of Contents and Search feature.