January 2009

Welcome to the ***MS Word, Beginning*** online course! This letter confirms your registration for the spring 2009 semester.

Below is the ***MS Word, Beginning Student Pamphlet***. Please take the time to ***CAREFULLY READ THE PAMPHLET***—this is your **orientation** and **successful start** to the online course.

The ***MS Word, Beginning Student Pamphlet*** will **answer questions** such as:

- **What materials will I need?**
- **How do I access my online course?**
- **How do I begin the online course?**
- **What do all the navigation buttons contain?**
- **How do I submit the assignments, receive my grades, etc.?**
- **How do I communicate with my instructor and classmates?**

MS Word, Beginning is being delivered using the Blackboard online platform. You will be able to login to your online course beginning on **January 21, 2009**, to allow you time to become comfortable with the course design. I highly recommend that you access and examine your course, especially the syllabus, before start of the semester since there are assignment due dates.

For this course, ***MS Office 2007 Suite*** software is **required**. Students can purchase the entire *Microsoft Office 2007 Suite* (the suite will include *Word*, *Excel*, *Access*, and *PowerPoint*) for **$72**. You will need your student ID when purchasing the software. The following is the website to the software: ***http://wiscsoftware.wisc.edu/wisc***.

Especially if you are a first-time online student, it is highly recommended that you attend an orientation on the usage of ***Blackboard***. You do not need to "pre-register" to attend any of the sessions below:

- January 19, 9-11 a.m., Lakeland Campus, Room 13
- January 19, 5:30-7:30 p.m., Lake Julia Campus, TC 204
- January 20, 1-3 p.m., Lake Julia Campus, TC 204
- January 21, 5:30-7:30 p.m., Lakeland Campus, Room 13
- January 22, 9-11 a.m., Lake Julia Campus, LRC 205
- January 26, 9-11 a.m., Lake Julia Campus, LRC 205
- January 26, 5:30-7:30 p.m., Lakeland Campus, Room 13
- January 27, 5:30-7:30 p.m., Lake Julia Campus, LRC 205

Nicolet College has issued e-mail addresses to all online students. Therefore, **I will be using the Nicolet e-mail addresses in communicating with you**.

If you have any questions about the course, please e-mail me at ***watkins@nicoletcollege.edu***, and I will get back to you as soon as possible. I look forward to working with you in ***MS Word, Beginning*** online!

Lida Watkins, Business Technology Instructor

Online Course

MS Word, Beginning
Student Pamphlet

by

Lida Watkins, Instructor

January 2009
Nicolet Area Technical College
Rhinelander, WI 54501

Student Pamphlet

Welcome to the online course *MS Word, Beginning*! This pamphlet is designed to help you understand how to navigate within the course, ensuring successful completion and comprehension of *MS Word, Beginning*. We hope you will find *MS Word, Beginning* an exciting way to learn on the World Wide Web.

What You Will Need

To take this online course you will need a Windows or Macintosh computer and accessibility to the Internet. You can access the Internet through the Nicolet computer labs, the Library, or your home computer (if you have an Internet account).

Textbook

Microsoft Office Word 2007: Introductory Concepts and Techniques by Gary B. Shelly, Thomas J. Cashman, and Misty E. Vermaat. **ISBN: 1-4188-4336-9**. However, if you are also planning to enroll in MS Word, Intermediate course, purchase the *Microsoft Office Word 2007: Complete Concepts and Techniques* by Gary B. Shelly, Thomas J. Cashman, and Misty E. Vermaat. ISBN: 1-4188-4337-7. **Please verify** with the **Nicolet Bookstore** on the appropriate textbook for your course. **Chapters 1, 2, and 3 will be covered in *MS Word, Beginning***. You can purchase a copy of this textbook either at Nicolet's campus bookstore or online ***http://www.nicoletbookstore.com/*.**

Software

MS Word 2007 is **required** for this **course**. Nicolet's computer labs have the software installed on their networks. **You can purchase educational software at a discounted price for student use at http://wiscsoftware.wisc.edu/wisc**. The software suite (***Windows Office 2007: Enterprise for Windows…***) is sold for **$72**. The suite will include MS Access, MS Excel, MS PowerPoint, and MS Word. You will need your student ID for the purchase.

Going Online

Follow the directions below on how to access your course:

- Go to ***http://natcbb.nicoletcollege.edu/***
- After you access the Blackboard sign-on screen, click on the ***User Login*** button.
- Enter your ***Username*** (your 9 digit student ID number which is located on your admissions slip or your student ID Card) and your P***assword*** (also your student ID number) and select "login".
- You can change your password after you have logged in by navigating to "Tools", "Personal Information", and "Change Password" on the left side of your screen. Make sure to remember your changed password.
- You will see the course(s) you are enrolled in on the right side of your screen.
- Select the course link of the course you would like to enter. On the next page you will see the course title and navigation buttons to the different content areas of your course.

If you are having problems accessing your course or have questions about navigating within your Blackboard Course(s) you can contact the help desk at 365-4478 or e-mail helpdesk@nicoletcollege.edu.

Beginning the Course

Once you login and click on your course link, you are ready to start the course. *All of the class instructions and assignments will come from the Web*.

Once you select/click your course link, you will be directed to the start page as shown below:

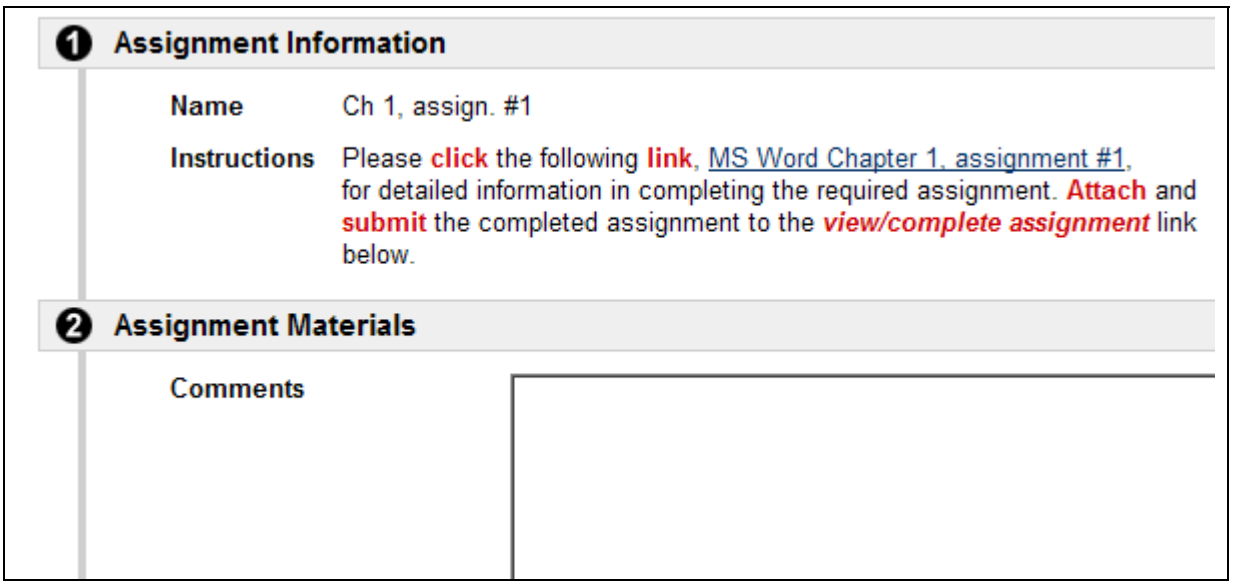


The **navigation buttons** are divided into **nine sections**. Here is a **summary** of what is included in each section:

1. ***Announcements*** *button*
   - **Please make it a habit to access your online course at least once a day to check for announcements**.
   - ***As a courtesy***, your ***instructor will post reminders for assignment due dates*** and any other announcements pertaining to the course. **<u>However, unless special arrangements are made with the instructor, each student is responsible for submitting assignments on due dates according to the online syllabus</u>**.

2. ***Syllabus*** *button*
   - **<u>Please take the time to carefully read your course syllabus</u>. I highly recommend that you print out your syllabus for hard-copy reference**.

3. ***Course Documents*** *button*
   - In the *course documents* section, you will find **pertinent** links such as your ***chapter folder link*** to view your required, graded assignments, as well as your ***chapter exam link***.
   - After clicking on the ***Required, Graded Learning Plans/Assignments for Chapter…* folder hyperlink**, you will access a page with the assignment links. Make sure to click on the file link (e.g., *MS Word Chapter 1, assignment #1*) to read the information in completing your required assignment. When you are ready to submit an assignment to be graded, click on the appropriate *view/complete assignment* link—y***ou will be directed to a similar screen as shown below***:



- **The table below details the functions available on this page**:

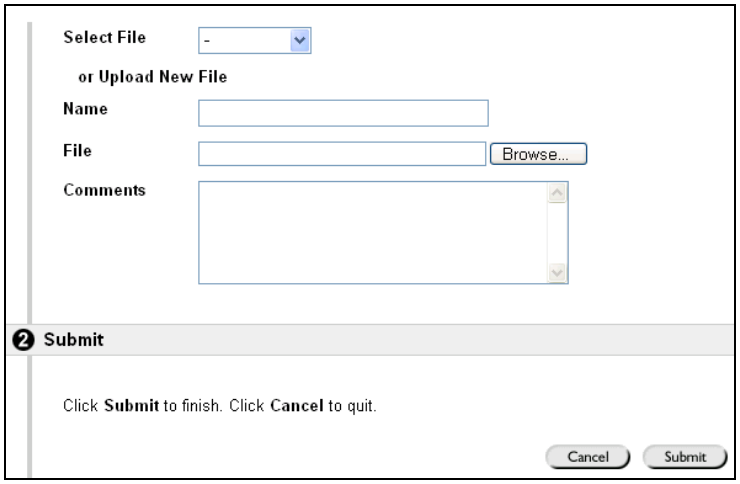
To…	then do the following….
Access/open the required, assignment file	*This is one option in opening your assignment file link to view detailed information in completing and submitting a required assignment (e.g., "MS Word Chapter 1, assignment #1" as displayed in the image above).*
Add comments for the instructor	*Enter the comments in the **Comments** field. The instructor will receive these comments with the submitted Assignment—**this is optional.***
Attach your assignment/file	*Click **Browse** and locate your file to attach, then click **Add**. More than one file can be attached using this method.*
Remove a file	*Click **Remove** next to a file that has been attached.*
Save the assignment/file	*Click **Save** to save the assignment and continue working on it later.*
Submit the assignment	*Click **Submit** to send the assignment to the instructor.*

4. ***Communications** button*
   - This option gives you the option to e-mail your classmates and instructor. You can only use your Nicolet e-mail account for this option.

5. ***Discussion Board*** *button*
   - This option gives you an area where you can post questions about your assignments.

6. ***External Links*** *button*
   - This option gives you various Web links that you can visit to get more information about topics in the textbook.

7. ***Tools*** *button* will include **four links** in this section: ***Digital Dropbox, Homepage, My Grades, and User Manual:***
   - **Click** the ***Digital Dropbox*** **link** to **resubmit graded assignments (each student has the option to resubmit each assignment one time—except exams—in order to receive a higher score)**—when you click on *the Digital Dropbox* link, you will be directed to a screen that displays the *Add File* and *Send File* buttons—**click** the ***Send File*** **button** in **resubmitting assignments**. Once, you click the ***Send File*** button, you will be directed to the following screen below:



Fill out the following information when resubmitting a required, graded assignment:

(*a*) ***Name***: *type out the name of your assignment* (you do not need to type your personal name—when resubmitting assignments, your name will be automatically attached to a file)
(*b*) ***File:*** **click** the **Browse button** to locate and attach your file
(*c*) ***Comments***: **please leave a message for your instructor stating which assignment you are resubmitting**
(*d*) **Click** the ***Submit*** **button** when you are done filling out the appropriate information

Once your instructor reviews your resubmitted assignment, your grade will be reposted.

   - The ***Homepage*** link lets you become creative and create your own homepage—this is optional.
   - The ***My Grades*** link is just another way to check your grades.
   - The ***User Manual*** link gives you information about how to use "Blackboard."

8. ***Staff Information*** *button*
   - This option gives you information such as the instructor's office hours.

9. ***Check Grades*** *button*
   - This option will give your scores for the graded assignments—please give your instructor at least 48 hours to post your grade for each assignment. However, please be aware that **assignments**

might not be graded until they are *officially* due. You can also ***click*** on the ***score link*** to see if you ***received feedback from your instructor—this is especially important if you received a lower score and will want to read your instructor's comments to assist you in correcting the assignment and resubmitting it in order to receive a higher score***.

Course Communication

There are several ways that you can communicate with your instructor and your classmates.

E-mail. E-mail is a quick and easy way to send messages to your instructor and classmates.

Discussion Board. The discussion board is a way to communicate with the entire class at once. It is also a way to post questions about an item—this may answer a similar question for someone else in the class.

Phone. Please do not hesitate to call your instructor at 715-365-4650. If your instructor is not there, please leave a message.

Face-to-face. Your instructor's office is located in the Tamarack Center Room 212-2. Everyone is welcome to meet and talk with the instructor in person.

Remember to Log Out

When you're done using Blackboard, remember to log out and shut down the Web browser. This is especially important if you're using Blackboard in a computer lab where other students will be using your computer. If you do not log out, the student who uses the computer next could gain access to your records. You wouldn't want that to happen, so please remember to log out. The best way of making sure your work remains private is to shut down the Web browser when you're done using the computer in a public facility.

Special Note

This is a self-directed course. However, ***there are assignment and exam due dates***. The exam and assignment due dates are listed in your online syllabus. As a ***courtesy***, your instructor will also post in the ***Announcements*** section in Blackboard when assignments and exams are due. For most people, setting up a weekly routine will help to ensure that you complete all the assignments by the due dates. **Good luck and see you online.**