= NOTES          = CAUTION          = BEST PRACTICES

# WEB-BASED COURSE INFORMATION

## BLACKBOARD

Access to Blackboard

This class can be accessed through http://blackboard.umaryland.edu. Please add this link to your favorites for easier access. You can access the course from almost any computer with Internet access.

### Where to Find Information in Blackboard

- **Announcements**: All announcements that involve every student and are related to this course will be posted here.
- **Faculty Information**: This is where you can learn more about your faculty facilitators.
- **Course Information**: This is where you will find the course syllabus and a blended course information document. The course syllabus includes the objectives, readings, and evaluation and grading criteria. The blended course information document tells about learning in the blended course environment and is specific to this course.
- **Course Schedule/Course Model:** This is where you will find the course model, course schedule.
- **Modules**: This is where you will find the course model, course schedule and all of the modules. Each module contains an overview, objectives, readings, and learning activities. These activities are designed to assist students in understanding the information presented in an online module, or are instructions to help students prepare for classes held on campus or by web conferencing.   Learning activities differ from assignments in that they are not graded.
- **Assignments/Assessments:** You will find descriptions of your assignments with the rubrics for the grading criteria in the "Assignments" folder. This is also where you will upload and submit all assignment papers. Students may generally expect feedback on assignments within 2 weeks of submission. Feedback may be provided earlier if it is necessary to create the next assignment. You will find links to online quizzes and exams in the "Assessments" folder in this section. The quizzes and exams will become available at the scheduled date and time. Students need to read the exam information carefully prior to clicking the exam link.
- **Groups**: The group pages are for group work. This is where you will find a discussion board to collaborate with your group members. You will also find their email addresses and file exchange to share information and documents.
- **Communication Tools**: This is where you find all Blackboard communication tools that allow you to communicate with your instructors and classmates. There are multiple communication tools available in this section.
  - **Blackboard Collaborate**: This is a web-conferencing tool that provides a platform for conducting synchronous web-based sessions. Students can attend online classes, online group meetings, online office hours or record the presentations through Collaborate sessions.

- ○ **Discussion Board**: This is where you will post answers to discussion questions and discuss the topic with your peers. The discussion should be focused on the discussion question and includes your ideas, experiences, and knowledge. Students should comply with the common rules of netiquette in all online communications.
  - ○ **Email**: This is where you can obtain email information and send emails to your classmates and faculty. You may send email to faculty and also use this to make appointments to meet in person or online for virtual office hours. All written communication should be done in a professional manner, and abide the policy in the Student Handbook for conduct and behavior.
  - ○ **Chat**: Chat allows the Course Members to interact with each other using a text-based messaging tool. Chat is part of the Virtual Classroom. It can also be accessed separately.
- **My Grades**: This is where you can view your grades.
- **Blackboard Tools**: This is where you can find various Blackboard tools available in the course. (eg. TurningPoint Registration Tool, Roster, calendar…)
- **Help & Resources**: This is where you can find the information about how to get help on various issues when taking this Blackboard course. In the Help folder, students can find the information on getting help from campus Helpdesk or from UM School of Nursing, Learning Technologies Office. Under the Resources folder, you will find University of Maryland Founding Campus resources and external resources from outside of UM Founding Campus.

## ADMINISTRATIVE ISSUES

### Course Changes

Although changes in the objectives of the course or changes the course materials will not be made, we reserve the right to make slight modifications of the assignments. You will be notified by announcements or email of changes.

### Technical Requirements and Support

Students must have minimum basic computer literacy, which is the essential knowledge needed to function independently with a computer. Computer literacy is further defined as having basic knowledge about and the ability to operate the computer and software including word processing, e-mail, presentation packages (e.g., PowerPoint), plus the ability to manage files, and use the Internet.

All students are required to have a computer that meets the UMSON "Recommended Requirements" for a personal computer. Each student must also have a webcam and a headset for use during the web
conferencing sessions. Students may purchase any brand and model of the equipment they desire.

For technical support with **Blackboard**, students may access the Assistance and Service Center (ASC) Help Desk  by phone (410-706-HELP) or email help@umaryland.edu. Support is only available Monday through Friday from 8:00 am to 5:00 pm EST.

For technical support with **Blackboard Collaborate**, the web conferencing program, students may contact the UMSON Learning Technologies office at 410-706-2486 or email online@son.umaryland.edu. Support is only available Monday through Friday from 8:00 am to 5:00 pm EST.

**Competencies Required**

**Pre-requisite Courses: XXX**

**Technical Competencies:**
- Using the Blackboard learning management system ( Go  to this website for Blackboard Orientation)
- Using email with attachments
- Creating and submitting files in commonly used word processing program formats
- Copying and pasting
- Downloading and installing software

**Student Support Services**

A variety of academic and technical support resources are available for students including help with technical issues, writing, counseling, library resources, and services for students with disabilities.

Health Sciences and Human Services Library (HS/HSL) has an extensive collection of online resources to support online learning, such as CINAHL, MEDLINE, PSYCHINFO and EBM Reviews.  Students from a distance are able to access the library's online catalogue and databases, acquire full-text journal articles, complete a variety of online tutorials, and request interlibrary loans without cost. Access to reference librarian staff and other resources are available via the internet, e-mail or a live chat, and by phone (410-706-7996). If students are in need of personalized instruction on a specific topic, free consultations are available from the library liaison or reference librarian. Upon student request, a specialized tutorial can be created by the library liaison and emailed to a student. Librarians are also now able to link to students' computers and show them on their own screen how to do a live search.

The  Writing Center is located in the Southern Management Corporation Campus Center. Consultants provide individual instruction on grammar, punctuation, sentence structure and APA style, as well as critical thinking and writing style. Daily, weekend and early evening appointments are available, as well as by email with phone follow-up. To schedule an appointment, call 410-706-7725.

The  UMB Counseling Center offers individual and couples counseling, medication management, referrals, educational workshops, and consultation services.

Students with disabilities may access more information on support services and how to request for reasonable accommodations through the UMB Office of Educational Support and Disability Services.

**Feedback to Students**

Students will receive verbal and written feedback on their progress toward the meeting the course objectives from the instructor throughout the course via the assignments, course discussion board, in- class activities, web conferencing sessions, and online office hours. Opportunities to receive peer feedback through these same forums will also be available.

## Late Assignments

Late assignments will be downgraded by XX percent for each day they are received after the due date. An assignment is considered late if it is submitted after XX:XX pm EST on the day it is due. If unforeseen circumstances prohibit you from turning in an assignment on time, be sure to contact the faculty to negotiate an alternative submission date.

## Standards for Written Assignments

All papers are to be in APA format unless otherwise specified.

## Confidentiality and Proprietary Information

Students and faculty members must not share present or past employer information that would be considered proprietary, confidential, company-sensitive, or protected trade secrets. Students are encouraged to examine their organization's limitations on sharing information externally. Students and faculty members may appropriately choose to illustrate lessons from their experience that might challenge these boundaries without identifying specific employers or individuals by name.

## Academic Integrity

Academic honesty is highly valued. Students must always submit work that represents their original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, the student must cite all relevant sources. The student should also make clear the extent to which such sources were used. Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

Academic dishonesty in an online learning environment could involve:
*   Having a tutor or friend complete a portion of your assignments; Having a reviewer make extensive revisions to an assignment; Copying work submitted by another student;
*   Using information from other sources without proper citation.

## Grading

Assignment grades will be entered into the gradebook as points are earned. Total points earned will be based upon the sum of points earned for each individual assignment. With a letter grade as follows:

**Final Grade**
A = XX points or higher
B = XX – XX points
C = XX – XX points
Fail (F) < XX points

## EXPECTATIONS OF FACULTY

**We will**:
- Respond to email and telephone questions within two business days (the best way to contact faculty is by email).

## EXPECTATIONS OF STUDENTS

**You Will**:
- Read required readings.
- Actively participate in learning activities including discussion boards (refer to guidelines below).
- Complete and submit your assignments on time.
- Be familiar with the School of Nursing Policy on Academic Conduct and Professional Integrity in the Student Handbook as well as relevant Graduate School Policies.
- Conduct yourself in a professional manner consistent with your preparation and discipline.
- Abide by the policies and procedures of the UMB School of Nursing and UMB Graduate School.

## NOTES




## Q&A