

## ***Expected agenda:***

- ***General Introductions & guest login***
- ***Explanation of the schedule and hand-outs***
- ***Basic “Distance Ed” course survival***
  - “Check Browser”
  - Typing and editing vs. the System
  - Getting help
- ***Expected software*** handout
  - **Web Links** in “WebCampus – Orientation” – handout vs. link
- **Overview of the WebCampus environment**
  - For Your Information: *Version Information as of 9/4/09: Blackboard Learning System - Vista Enterprise License (Release Vista 4.2.3) [14.0.7.37]*
- ***Navigating the Learning Module:*** what is where and how to get there
- ***Assignment activity***
  - Demonstration/practice files already prepared to be submitted; please do not alter (you may view but for the sake of time, we are not editing these).
  - Tasks:
    - Step 1: Retrieve files (Purpose: Practice “downloading” within WebCampus)
    - Step 2: Attach “finished” files (Purpose: Practice turning in of multiple files at one submission)
    - Step 3: Submit files
    - Step 4: Documentation successful submission (Purpose: personal record of full completion of submission task)
- ***Chat vs. Discussion comparison***
  - *Chat activity* – “synchronous” communication; “Check browser” setup is crucial to ensure compatibility with your local computer system.
    - Task: Make an entry as a response to facilitator’s opening entry.
  - *Discussion activity*– “asynchronous” communication
    - Task 1: Complete a posting in a “general” discussion topic
    - Task 2: Responding to a posting with your own in a “grouped” discussion topic.
- **Wrap Up – Question-and-Answers (Q&A)**

