



**Tulsa Technology Center
Online Student Handbook
For Blackboard**

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About This Handbook

The information in this handbook applies to online courses delivered via Tulsa Tech's Blackboard system.

Tulsa Technology Center Vision

To develop a world-class workforce.

Tulsa Technology Center Mission

To prepare people for success in the workplace.

General Overview of Online Instruction

To meet the educational demands on students, Tulsa Technology Center (TTC) utilizes the Internet to offer online instruction, in addition to the face-to-face programs at the various locations within the Tulsa area.

There are three methods of online instruction.

- **Online Courses** deliver the entire course online with the possibility of one or more required visits to the campus.
- **Blended or Hybrid Learning** combines online lessons for theory with periodic, face-to-face class meetings on campus to complete lab/shop exercises and demonstrations and/or assessments.
- **Enhanced or Component Learning** requires attending face-to-face classes full-time while utilizing the Internet to access various instructional components for additional learning opportunities.

Succeeding in an Online Course

Online courses at Tulsa Technology Center offer an exciting, challenging learning opportunity! You should be aware of the requirements and general guidelines for taking an online course at TTC **before** you enroll.

Expectations

What should you consider before enrolling in an online course? The list below details some expectations for an online course.

- The student should be an independent worker.
- The student should be self-disciplined.
- The student should have good organizational skills.
- The student should have good time management skills.
- Online courses require as much or more time to complete as the face-to-face class.
- Online courses often require the student to use several different technologies.
- Students should expect collaboration between the instructor and other students through e-mail, discussions, and chat rooms.
- Most assignments are written.
- Online courses generally require a great deal of reading.

Computer Skills

The list below outlines the basic computer skills necessary to successfully participate in an online course.

Internet

- Use an Internet browser such as Internet Explorer, Netscape, or Firefox.
- Navigate a Web site.
- Download and install browser plug-ins (i.e., Adobe Acrobat Reader).
- Modify browser settings related to security, pop-ups, and firewall settings.

Files

- Create, modify, and save electronic documents.
- Manage electronic files (i.e., create and name folders, save and open files, and delete files and folders).
- Browse for an electronic file.
- Upload and/or download an electronic file.

E-mail

- Send an email.
- Attach a file to an email.
- Open and read an e-mail.
- Open an attachment to an e-mail.

The instructor of your online course is not responsible for your basic computer literacy skills. By enrolling in this course, you are declaring that you have the minimum computer skills outlined above. For courses to help you develop your computer skills, please see the Tulsa Technology Center Course Catalog available at www.tulsatech.edu.

Student Readiness Self-Assessment

Online courses require you to structure and manage your own schedule, communicate with your instructor and classmates using computer-based technology, and learn most of your material through reading and writing. You also need to be very disciplined with time management and self-motivated to successfully complete course work. Online courses require a substantial time commitment. While the number of hours needed to complete online coursework varies from course to course, you should expect to spend several hours a week completing assignments.

This self-assessment is designed to help you determine if you are prepared to enroll in and successfully complete an online course. Read each statement below and honestly answer "Yes" or "No" based on your previous educational experiences, your lifestyle, and your personal characteristics.

1. I am a self-motivated and disciplined learner. Yes No
2. I prefer to learn independently and rarely need an instructor's guidance or assurances. Yes No
3. I stay on task without direct supervision. Yes No
4. I am able to assess my own progress without immediate instructor feedback. Yes No
5. I consider myself to be a good reader. Yes No
6. I usually understand text without help. Yes No
7. I can easily follow written instructions. Yes No
8. I enjoy expressing my ideas in writing. Yes No

9. I am willing to contact my instructor when I need help with an online course. Yes No
10. I can communicate effectively without face-to-face interaction with my classmates or my instructor. Yes No
11. I enjoy interacting with others online. Yes No
12. I realize that the requirements for an online course are the same or possibly greater than the requirements for a face-to-face course. Yes No
13. I can prioritize my own workload with other demands on my time. Yes No
14. I can devote a considerable amount of time to assignments for an online course. Yes No
15. I am confident in my ability to successfully complete an online course. Yes No

A majority of “Yes” responses indicates that you have the skills and attributes necessary to succeed in an online course. If you answered “No” to 3 or more of the 15 statements, an online course may not be the best educational option for your learning style. You may want to instead consider a face-to-face course.

This evaluation is intended for informational purposes only. By completing this evaluation, Tulsa Technology Center does not guarantee the success or failure of any potential student.

Checklist for Starting an Online Course

- Verify that your computer meets or exceeds the technical specifications for taking an online course.
- Understand the expectations and requirements of online courses.
Complete the Student Readiness Self-Assessment to determine if you are prepared to enroll in and successfully complete an online course.
- Have you taken an online course? Prior to the first day of your online course, we strongly recommend that you complete the Blackboard Orientation Course.

- Review the course syllabus to make sure you know the due dates for assignments and understand the demands of the course.

- Prior to the start of your online course, obtain all required textbooks, supplies, and materials.
A list of these items can be found on the course syllabus.

- Make sure you know how to contact your instructor.

Technical Specifications for Online Courses

If you plan to participate in an online course **outside of the TTC classroom**, your computer equipment must meet the following minimum requirements.

Computer Requirements

- Hardware Requirements
 - CPU Processor:
 - Minimum: Pentium 100-Mhz
 - Recommended: Pentium III and up
 - RAM (Memory)
 - Minimum: 64 MB of RAM
 - Recommended: 128 MB of RAM and up
 - Hard Drive space:
 - Minimum: At least 1 GB
 - Recommended: At least 3 GB
 - Screen Resolution:
 - Minimum: 800x600 resolution with 256 bit colors
 - Recommended: 1024 x 768 resolution with 16, 24, or 32 bit color display
 - Internet Connection:
 - Minimum: Dialup with 56.6 or higher modem
 - Recommended: High speed Internet connection
 - Sound Card
 - Required: 16 bit sound card
 - Headset or Speakers
 - Required
- A valid e-mail address
- PC Users - Internet Explorer 6 or greater for Microsoft Windows
 - Available free on the Microsoft site
 - The browser **MUST** have 128 bit encryption
- Disable or add TTC Blackboard to the Pop-Up blocker software on your computer.
- Windows Media Player for courses with streaming video

Blackboard Plug-Ins

If your online course is delivered via Blackboard, you are encouraged to download and install all the latest plug-ins for your browser if you plan to access Blackboard **outside of the TTC classroom**. This should improve your ability to utilize all your Blackboard options.

Windows
Media
Player <http://www.microsoft.com/windows/windowsmedia/player/download/download.aspx>

Adobe
Flash
Player <http://get.adobe.com/flashplayer/?promoid=DXLUJ>

Adobe
Acrobat
Reader <http://get.adobe.com/reader/>

Microsoft
Word
Viewer <http://www.microsoft.com/downloads/details.aspx?FamilyID=3657ce88-7cfa-457a-9aec-f4f827f20cac&displaylang=en>

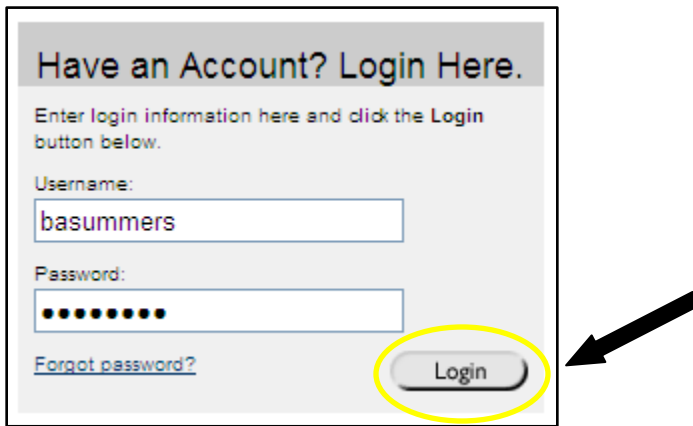
Microsoft
PowerPoint
Viewer <http://www.microsoft.com/downloads/details.aspx?FamilyID=048DC840-14E1-467D-8DCA-19D2A8FD7485&displaylang=en>

Microsoft
Excel
Viewer <http://www.microsoft.com/downloads/details.aspx?FamilyID=1cd6acf9-ce06-4e1c-8dcf-f33f669dbc3a&displaylang=en>

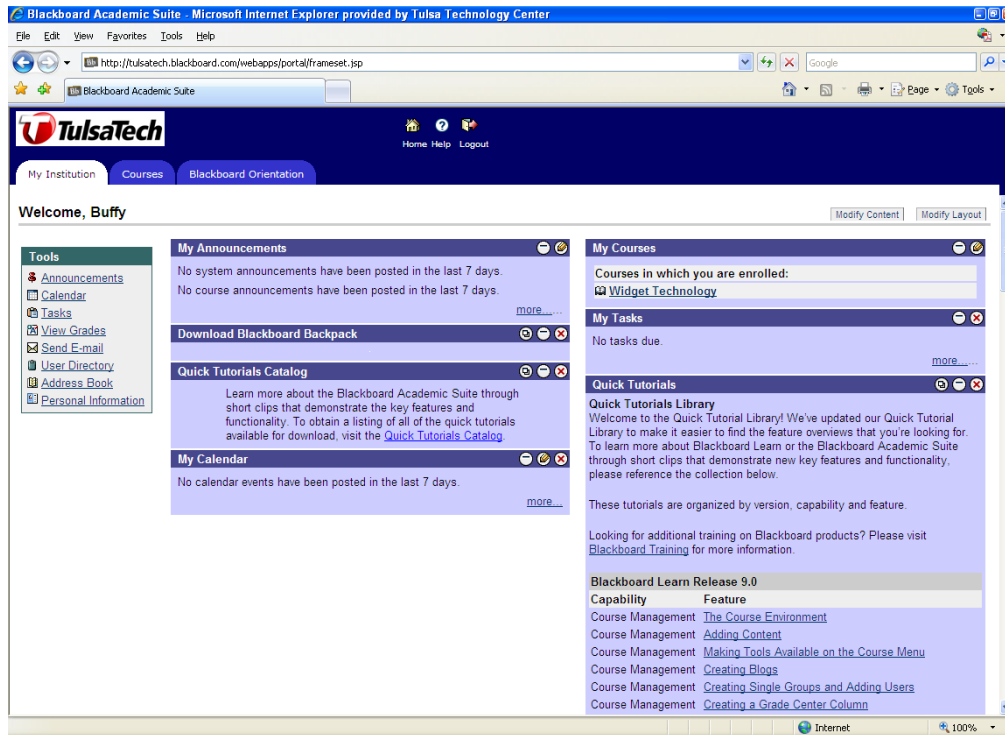
Getting Started in Blackboard

Log into Blackboard

1. Obtain your **username** and **password** from your instructor.
2. Navigate to the following Web address: <http://tulsatech.blackboard.com>.
3. Click the User Login button.
4. Enter your username in the Username field.
5. Enter your password in the Password field.
6. Click Login.

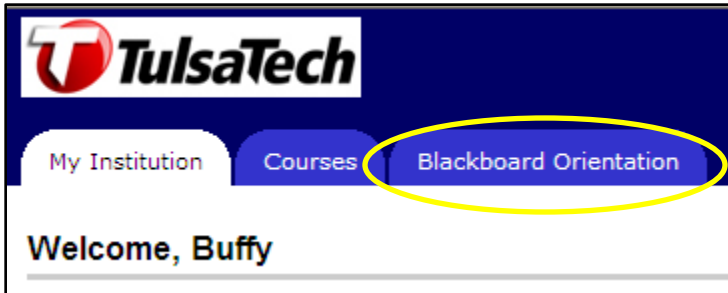


7. Blackboard will display the My Institution tab.

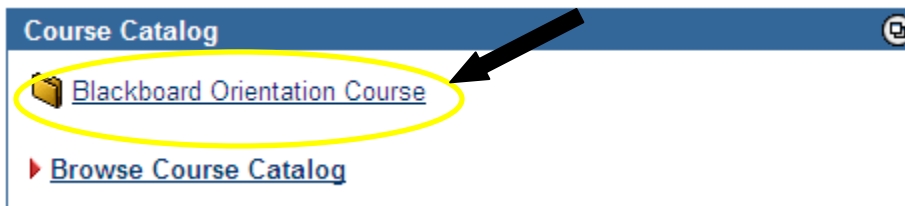


Access the Blackboard Orientation Course

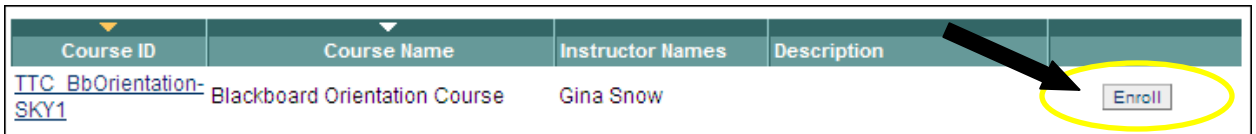
1. Log into Blackboard.
2. Click the Blackboard Orientation tab at the top of the screen.



3. Click the Blackboard Orientation Course link in the Course Catalog module.



4. Click the Enroll button next to the course name on the Browse Course Catalog screen.



Course ID	Course Name	Instructor Names	Description	
TTC_BbOrientation-SKY1	Blackboard Orientation Course	Gina Snow		<input type="button" value="Enroll"/>

5. Click Submit on the Self-Enrollment screen.
6. Click OK on the Self-Enrollment receipt page.
7. You will be taken to the Blackboard Orientation Course.

Frequently Asked Questions

Q: What courses are offered online?

A: For a list of current courses offered online, please visit http://www.tulsatech.edu/Programs/online_courses.aspx.

Q: How does an online course work?

A: To get a general feel for how an online course works, you should complete the Blackboard Orientation Course. Tulsa Tech provides this course with the basic resources to help you become successful. The Orientation course will also help acclimate you to how Tulsa Tech conducts online delivery via the Blackboard system. This course will provide you with the fundamentals skills to participate in an online course. The course is available via Tulsa Tech's Blackboard system. Additionally, you should refer to your course syllabus for additional information related to orientation as provided by your instructor.

Q: What is the Web address for Blackboard at Tulsa Technology Center?

A: Tulsa Tech Blackboard can be accessed through the following URL: <http://tulsatech.blackboard.com>. For your convenience, bookmark this address on your computer.

Q: Is Blackboard accessible from any computer?

A: Blackboard is accessible from any Internet-connected computer that meets the requirements established in the Tulsa Technology Center Online Student Handbook.

Tulsa Tech Blackboard can be accessed through the following URL:

<http://tulsatech.blackboard.com>.

Q: How do I contact my instructor?

A: E-mail may always be used as an initial method of contact. You should verify the preferred method of contact and times of availability with your instructor.

Q: What do I do if my computer goes down?

A: Please remember that technical issues are not an excuse for missing an assignment or turning in an assignment late. Contact your instructor to let him/her know that you are having technical problems at least 24 hours before an assignment is due.

Computers are available in the Academic Centers at the four major TTC campuses (Broken Arrow, Lemley, Riverside, and Peoria) for students enrolled in online courses. Students must contact the Academic Center to check availability of computers and schedule computer time.

Q: What do I do if I encounter problems using Blackboard?

A: You should first refer to the Blackboard Orientation Course to make sure you have a good understanding of how to use Tulsa Tech's Blackboard system. If the information and tutorials in this course do not address your issue, you should contact your instructor directly. Be sure to verify the preferred method of contact and times of availability with your instructor.

Academic Policies

Acceptable Use

Tulsa Technology Center provides technology resources for a limited educational purpose to advance the learning of students and District employees in accordance with the goals and objectives of the District. All users will access the District's technology resources only for educational and business purposes. For more information, please access TTC's Acceptable Use of Information Systems and Educational Technology Resources Policy, GEN-17, PER-31, STU-20 at <http://www.tulsatech.edu/About/Content/GEN-17%20Acceptable%20Use%20of%20Information%20Systems%20and%20Educational%20Technology%20Resources.pdf>.

Family Educational Rights and Privacy Act (FERPA)

Tulsa Technology Center complies with the Family Educational Rights and Privacy Act (FERPA). An annual notification of rights under the act is provided to all parents and eligible students. No prior consent is required from eligible students to disclose information, including student's educational records, to the parents if the student is a dependent (as defined in IRS code). Questions regarding FERPA may be directed to the Campus Compliance Coordinators. For more information, please access <http://www.tulsatech.edu/About/Content/FERPA.pdf>.

Accessibility

Tulsa Technology Center makes reasonable accommodation for students with documented disabilities. For more information, please access TTC's Nondiscrimination Policy, GEN-01 at <http://www.tulsatech.edu/About/Content/GEN-01%20Nondiscrimination.pdf>.

Code of Conduct

Definitions

Plagiarism: the use of or claim to works or ideas of someone else without their consent and knowledge or proper crediting.

Copyright: a form of intellectual property law, protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture.

Fabrication: the falsifying or inventing data or documentation of data, and failing to include the accurate acquisition of data.

Expectations

Students will abide by all applicable behaviors as outlined in the Behavioral Code for Secondary and Adult Students in the Student Handbook, including but not limited to harassment and/or intimidation, obscene language and/or vulgarity, plagiarism, and cheating. (See the Student Behavior and Discipline policy, Policy No. STU-18.)

Academic dishonesty includes, but is not limited to the following:

- giving or receiving aid on any exams.
- plagiarizing papers or sources of copyrighted materials including websites, assignments, book reviews.
- removing and/or copying test questions.
- fabrication.

The use of others' work, information, and/or data must be documented and acknowledged completely and accurately with specific references. Comments made verbatim must be documented accurately and be cited with quotations marks to indicate as such.

Netiquette

Netiquette consists of the rules and guidelines for acceptable behavior in electronic communication. Remember, while working in an online course you are in an academic setting and should conduct yourself accordingly.

All students are expected to follow Tulsa Tech's netiquette guidelines as outlined below:

- You are not text messaging friends! This means text message acronyms (such as LOL, IMHO, BCNU, etc.) are not acceptable. Express yourself with proper spelling, grammar, and punctuation.
- Out of respect for your fellow classmates' and instructor's time, keep your communications as clear, straightforward, and concise as possible.
- Use appropriate mixed case text; avoid using all lower case or all upper case text (SHOUTING).
- You are your words. Your communication in an online course represents you. Always review and edit your communication before submitting.
- Give respect to your classmates. Be courteous, respectful of others opinions, sensitive to diversity, and polite.
- Respect other people's privacy. Do not share other individual's personal information (i.e., e-mail addresses, phone numbers, etc.) without permission.
- It's okay to disagree with someone's opinion or constructively criticize an idea. It is never okay to personally attack another student. Debate the idea; do not attack the person.
- If you would not put it on a billboard, do not post it in an online class.

- Free speech is not an absolute right in an online course!
- Obey copyright laws and cite others' work appropriately.

Evaluation of Your Online Course

Students will be offered the opportunity to evaluate the online course and instructor for courses delivered via Tulsa Tech's Blackboard system at the end of the course.