

## Getting The First Time Online Learner On Track to Success

Presented by: Stephen Castellano  
Instructional Technologist/Certified Blackboard Administrator  
Lehman College/The City University of New York

A complex network diagram with numerous nodes of various colors (orange, blue, red, yellow, light blue, dark blue) connected by thin black lines. Two thick green horizontal lines intersect the network, one above and one below the title.

# Interesting Facts About Lehman College



# Lehman College

- Total Enrollment: 14,787 Undergraduate and Graduate Students
- 80 Undergraduate Majors and Programs
- 65 Master's Degree Programs
- Undergraduate and Graduate Certificate Programs
- Ranked 3<sup>rd</sup> in Upward Mobility among Four-Year Public Colleges

- Lehman College is the #1 Hispanic Service College in America for Helping Students Climb the Economic Ladder
- 381 Full-Time Faculty/639 Part-Time Faculty
- Student To Faculty Ratio:16:1
- Top-5 Majors @ Lehman College are: Nursing, Business Administration, Psychology, Sociology, Health Services Administration
- 56% of Students are First Generation College Students
- Over 3,000 sections almost 20% of Classes Delivered Fully Online or Hybrid/Blended



## Facts About CUNY

- 11 Senior (4-Year Colleges)
- 7 Community College
- 7 Graduate Honors and Professional Schools offering more than 30 Doctoral Programs
- 8 in 10 CUNY College Graduates Carry **NO** Student Debt
- New York State Resident Tuition: \$6,930 per Year (Based on 15-Credits per Semester)
- CUNY is the Largest Public Urban University in America Providing an Accessible Quality Education To 275,000 Students in all Five NYC Boroughs



# Are You Ready for Online Learning?

- Students Can Work on Modules at their own pace. It will take the average student 90-minutes or less to complete All Modules.



## My Progress

Enabled: Adaptive Release

You can check on your progress here. Once you have completed the course, your badges and achievements will appear below.



## Online Learning Badge and Achievements

Enabled: Adaptive Release



Enter here to view your online learning badge, and print your certificate.



## Watch the Welcome video



# Is The Student Ready For Online Study?



## Are You Ready? ✓

↩️ To begin this self-assessment, click the link above.

**Note:** No matter what score you receive on this self-assessment, it will not prevent you from continuing and completing this course and receiving the certificate.



## Total score between 21 and 30 ✓

Enabled: Adaptive Release

- **Your total score was between 21 and 30!**
- Here are recommendations based on your score:
- Online learning is a suitable option for you.
- You can read the interpretation of questions below, or click on **Section 1: Welcome to CUNY Online Learning!**



## Total score between 15 and 20 ✓

Enabled: Adaptive Release

- **Your total score was between 15 and 20!**
- Here are recommendations based on your score:
- Online learning may be a possibility for you.
- Look over your responses to questions 1, 2, 3, 6, 7 and 10.
- If you answered a) to at least three of these questions, you may succeed in an online class.
- Review the interpretation of questions below, then proceed to **Section 1: Welcome to CUNY Online Learning!**



## Total score 14 or below ✓

Enabled: Adaptive Release

- **Your total score was less than 14.**

If the assessment score is less than 14. Online Learning may not be suitable for the student

# Blackboard and Adaptive Release

Section 1: Welcome to CUNY Online Learning!

**Section 2: Basic Technology Proficiency**

Section 3: Using Blackboard

Section 4: Technology Requirements

Section 5: Netiquette

Discussion Board

On-Campus Support

**Course Management**

▼ **Control Panel**

▶ Content Collection

▶ Course Tools



▶ Evaluation

▶ Grade Center



▶ Users and Groups



▶ Customization

▶ Packages and Utilities

 **[Congratulations!](#)** 

Enabled: Adaptive Release



  You passed Quiz 1. Click on the link above to proceed to **Section 2: Basic Technology Proficiency**.



 **STOP!** 

Enabled: Adaptive Release

**Do not contact your instructor!**

- If you are seeing this message, then you scored less than 100% on Quiz 1.
- You can not proceed to the next section in this course until you get 100%.
- You can take this quiz as many times as needed, and it may contain different questions each time you take it. Make sure to carefully review all material before making an additional attempt.
- If you continue to experience problems succeeding in this quiz, or have any other questions about this course, you should contact your on-campus support team. Click on **On-Campus Support** in the Navigation Menu to find your campus support team.

 **[No Content Below?](#)** 

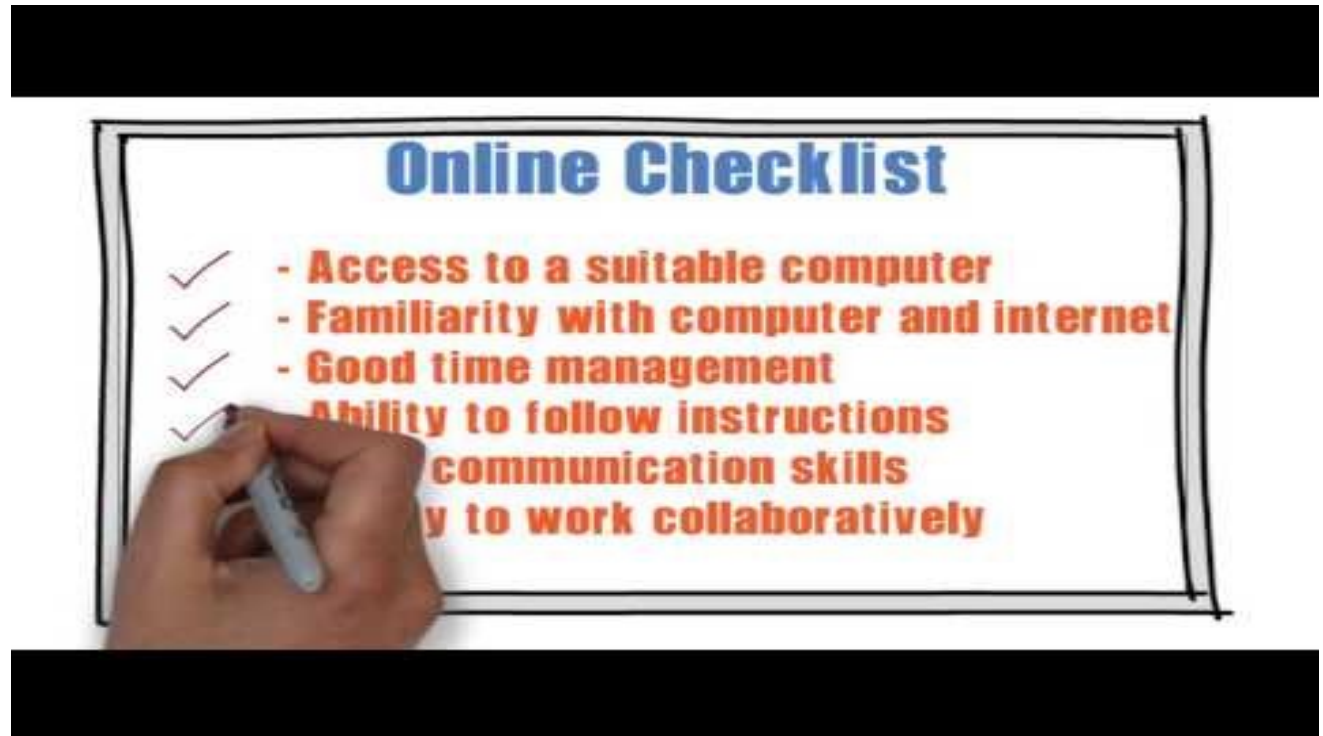
  If you do not see content below, return to the **Are You Ready?** section by clicking on the link above. If you do see content below, please disregard this message.

When the student sees this message, student may proceed to the next module. This course is designed as an ADAPTIVE RELEASE COURSE. Adaptive Release means the student must attain the required score to move on to the next section



# Video Explanation on Taking a Class Fully Online. This video is called: WHAT IS ONLINE LEARNING

Short Video Explains What is Expected of the Student Taking an Online Class



# Students Learn about CUNY's Learning Management System: Blackboard

**Click here to submit assignment** ✓

Enabled: Adaptive Release

Attached Files: [How to reset your Email in Blackboard](#) ✓ (925.799 KB)

Click on the link above to take access the assignment.

**INSTRUCTIONS**

1. Download the file below, follow the instructions to make sure that your Blackboard Announcements will be forwarded to your Lehman email.
2. Once you have done this, submit your Lehman email, by clicking "Write Submission," and using the Blackboard User Interface.

**You must complete this assignment in order to proceed!**  
If you have any questions about this assignment, **do not contact your instructor!** Contact your on-campus support team. Click on **On-Campus Support** in the **Navigation menu**.

**ASSIGNMENT INFORMATION**

Points Possible  
**1**

Click on the link above to take access the assignment.

**INSTRUCTIONS**

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[How to reset your Email in Blackboard](#)

**ASSIGNMENT SUBMISSION**

Text Submission [Write Submission](#)

Attach Files [Browse My Computer](#) [Browse Content Collection](#) [Browse Cloud Storage](#)

**ADD COMMENTS**

While Completing ARE YOU READY, Students will learn how to perform many of the basic functions in Blackboard-Submitting an Assignment

# Technology Requirements for Online Learning

## Students View a Short Video on the Technology Requirements for Online Learning



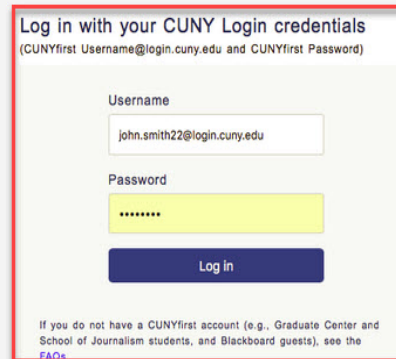
# How Do Our Students Access Blackboard and other CUNY Systems

## Usernames and Passwords:

There are two usernames and passwords you need to know to access online tools: (You should always keep track of your usernames and passwords!)

1. **CUNY Login ID:** The CUNY Login ID and password allows you to see your grades, sign up for classes, and see all your financial information on CUNYfirst. It is also used to access Blackboard. On the login screen, type in your CUNYfirst username followed by @login.cuny.edu, then your CUNYfirst password in the Password field. The username field is already populated with the @login.cuny.edu part, as shown below.

- This password expires and needs to be reset every three months.



Log in with your CUNY Login credentials  
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

Username  
john.smith22@login.cuny.edu

Password  
\*\*\*\*\*

Log In

If you do not have a CUNYfirst account (e.g., Graduate Center and School of Journalism students, and Blackboard guests), see the [FAQs](#).

2. **Campus ID:** Your school ID and e-mail address is associated with all campus services.

- You must have a campus e-mail as it is the primary method of contact with your online instructor. A Lehman e-mail address looks like [john.doe@lc.cuny.edu](#)
- If you have not set up your student e-mail, contact your campus support team. Click **On-Campus Support** in the navigation menu on the left for details.
- To send e-mails and check your CUNY campus e-mail, you will need to go to your campus e-mail system (ie. [Lehman e-mail](#)) and enter your username and password.
- **TIP: Adding an attachment:** You can attach small files in an e-mail to another person; the attach function usually looks like a paper clip. Campus e-mails usually have a file size limit to attachments; file attachments that are bigger than this limit will not send successfully.



# Acceptable Tools for Blackboard



## PROCESSING TOOLS

Enabled: Adaptive Release

Hide

While the majority of interaction and content will occur in Blackboard, you should also have a basic proficiency with processing tools and software. Some include, but are not limited to:

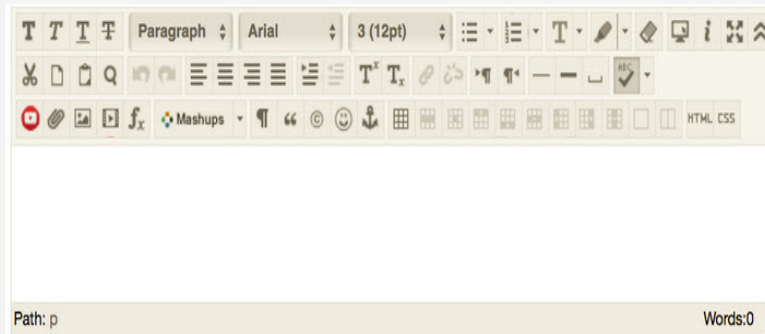
- Word processors - i.e. Word, Pages, Google Docs
- Spreadsheets - i.e. Excel, Numbers, Google Spreadsheets
- Presentation or slideshow - i.e. PowerPoint, Keynote, Google Slides

**IMPORTANT TIP A:** If using Apple iWork software (Pages, Numbers, Keynote) make sure to submit final submissions to Blackboard as either a .PDF or Microsoft Office file (.docx, .xlsx, .pptx, .doc, .xls, .ppt) by using "File/Export." This will ensure that your instructor can open your files.

**IMPORTANT TIP B:** Google Drive has FREE processing tools that in most cases will fulfill the needs of an online course. Make sure that final submissions to Blackboard are either a .PDF or Microsoft Office file (.docx, .xlsx, .pptx, .doc, .xls, .ppt) by using "File/Download" in [Google Drive](#). This will ensure that your Instructor can open your files.


**IMPORTANT TIP C:** If asked to enter a submission using the Blackboard User Interface, make sure to write it in a word processor first, then copy and paste into the Blackboard User Interface. This will ensure that:



- You have a copy of work you've done.
- If your internet connection is interrupted, you can easily re-submit your work.





# Some Interactive Tools Students will work with in Blackboard



 **Interactive Tools** 

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While there are countless tools at the disposal of your instructors, below are a few of the most commonly used tools:

**Blogs**

A blog is an online journal, meant to be viewed by the class, and can be updated by the author(s) and commented on by others. They can be class blogs where all can post, group blogs where postings are limited to group members and individual student journals, where only the student and instructor have access. Blackboard includes a blog feature, and many instructors use for assignments.

**Wikis**

A Wiki is a collaborative website that allows users to add and update content on the site using their own web browser. In Blackboard, wikis are used as a way for students to work on a group project online. Wikipedia is an example of a worldwide collaborative wiki.

**Discussion Board**

On the Discussion Board the instructor creates a forum around a question or topic and students post responses (threads) which the instructor and other classmates can comment on, the comments becoming part of the thread. This structure can lead to lively discussion that the regular classroom often doesn't allow time for. Try out the **Am I Ready** discussion board by **clicking the link** in the side menu.

**Blackboard Collaborate Ultra and Live Videoconferencing**

It's possible that an instructor in an online course will use Collaborate, a feature within Blackboard, to conduct a live lesson online. This lesson can include web conferencing, live streaming video and audio, live chat, virtual meeting spaces, interactive whiteboard, quizzing and polling, and web tours. You may need to have a working microphone and webcam (for both, either built-in or connected to your computer) if the instructor requires audio and video participation in the project.

Your instructor might use Collaborate Classic, an older version of Collaborate which is loaded with more features. If you are using the Classic version you will need to install the [Java plugin](#) on your computer.

**Interactive Tool Tip:** Whenever using a tool that uses the Blackboard user interface, it is always a good idea to use a word processor to copy and paste from. This also keeps a record for you in case your instructor does not receive it.



# How To Present Yourself in your Online Course

## Netiquette



- No Disruptive Behavior
- Treat Everyone with Respect
- Maintain Professional Courteous Tone

## Privacy



- Respect the Privacy of Your Peers
- Steer Clear of Posting Something You Might Post on Social Media



## Academic Integrity



**NEVER**

**Cheat, Bribe, or Falsify Information**





# Act Like A Professional in Your Online Course

**Everyone deserves to be treated as a respected colleague.** Any behavior that is inappropriate in a traditional classroom is inappropriate in the online classroom

- Exhibit the same courtesy to your classmates and professor as you would expect to receive. Be open-minded and accepting of constructive criticism and difference of opinion.
- Make certain that your tone is positive and professional.
- Flaming, or bashing, is when someone attacks a person instead of the logic of his or her argument. Flaming will not be tolerated.
- All criticism should be constructive.
- If someone posts a message that is difficult to understand or offensive, ask for clarification. Don't respond in kind.

## **Respect Privacy**

Within campus online services it is important to recognize that these services are ACADEMIC online spaces and have a different level of privacy than spaces like social media.

*In any academic online service it's important to remember:*

- Don't post private matters on the discussion forum.
- Don't spam the instructor or classmates or send Facebook friend invites.
- Don't send harassing or bullying communications.
- Don't send or post inflammatory, argumentative or hate speech.
- Use private emails to socialize.
- Don't make inappropriate overtures to classmates or instructor.

## **ACADEMIC INTEGRITY**

[CUNY Policy on Academic Integrity](#)

Academic dishonesty is prohibited in CUNY. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

### **1. Definitions and Examples of Academic Dishonesty**

**1.1. Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise.

Examples of cheating include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, asking, or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, computers, or other technologies to retrieve or send information.



# What About Technical Support?

## On-Campus Support

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

Discover Content

Help is only a click away



### Lehman College Help Desk

Location: Carman Hall, Room 108

The Help Desk is staffed during standard business hours Monday-Friday when the College is open and during other times when the [IT Center is open](#).

In addition to walk-in consultation during our hours of operation, you may also contact us at any time:

- by telephone at 718-960-1111
- by email at [help.desk@lehman.cuny.edu](mailto:help.desk@lehman.cuny.edu)
- by submitting an [Online Form Requesting Assistance](#) via Lehman Connect.



### Meet Lehman's Blackboard Administrator

Stephen Castellano - Blackboard Administrator

Instructional Technology Support Specialist

email: [stephen.castellano@lehman.cuny.edu](mailto:stephen.castellano@lehman.cuny.edu)

phone: 718-960-8658

office: Carman 156

Visit Lehman Blackboard Help Page <http://www.lehman.edu/itr/blackboard.php>



### CUNY Blackboard User Guides

The CUNY User Guides provide useful information on how to get the most out of Blackboard. Presented in a variety of text and video formats, the information will help you perform many common Blackboard tasks.



### Blackboard Help

Explore specific topics or subject areas. Resources are available for instructors and students. Use existing instructional materials to learn how to use specific tools in Blackboard and provide technical instructions for your students. [Watch tutorials on Blackboard YouTube channel](#)

Thank You For Attending

Contact Information:  
Stephen Castellano

[Stephen.castellano@lehman.cuny.edu](mailto:Stephen.castellano@lehman.cuny.edu)

Voice: 788-960-8658