Accessing your online class

UMBC

AN HONORS UNIVERSITY IN MARYLAND

English Language Center

Terminology

- <u>Login information</u>: Your login information is your username and password assigned to you at the beginning of your studies at the ELC.

- <u>BB</u>: Abbreviation for Blackboard, the web-based software used for online classes.

- <u>Blackboard course</u>: The online course that you are taking.

Terminology

- <u>myUMBC</u>: The UMBC Internet portal for accessing your UMBC email and the online courses. myUMBC is also the portal for all your academic and business information while you study at UMBC.

- Blackboard.umbc.edu: The direct link to your online courses.

- <u>Browser</u>: The tool that you use to access the Internet. Microsoft Internet Explorer and Firefox are examples of browsers.

- <u>Button</u>: The color link icon on a website that takes you to other links.

Overview

- Your UMBC Computer Account
- Your UMBC login information
- Your Blackboard Course

Your UMBC Computer Account

- In order to use the UMBC email system and to log on to your Blackboard course, you need to use the CONFIDENTIAL username and password that has been assigned to you.

- By no means should you share this confidential information with others.

Your Username & Password

- Note that your username and password are case-sensitive, which means that you need to type them in the same way that they were given to you. Normally usernames or passwords at UMBC contain <u>one capital letter</u>.

Entering your course in Blackboard

1

Use Firefox or
Internet Explorer 8.
Download Firefox
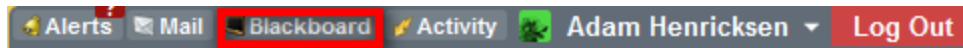<u>here</u>.

2

Blackboard Academic Suite - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://blackboard.umbc.edu

Most Visited Getting Started Latest Headlines

The Internet address
is <u>my.umbc.edu</u>

Login

3

Alerts | Mail | **Blackboard** | Activity | Adam Henricksen ▾ | **Log Out**

Click **Blackboard** at the top of the screen

4

Login

Name: aval1

Password: ••••••••

[Login] [Clear]

UMBC password contains a CAPITAL letter, for example Adr23an

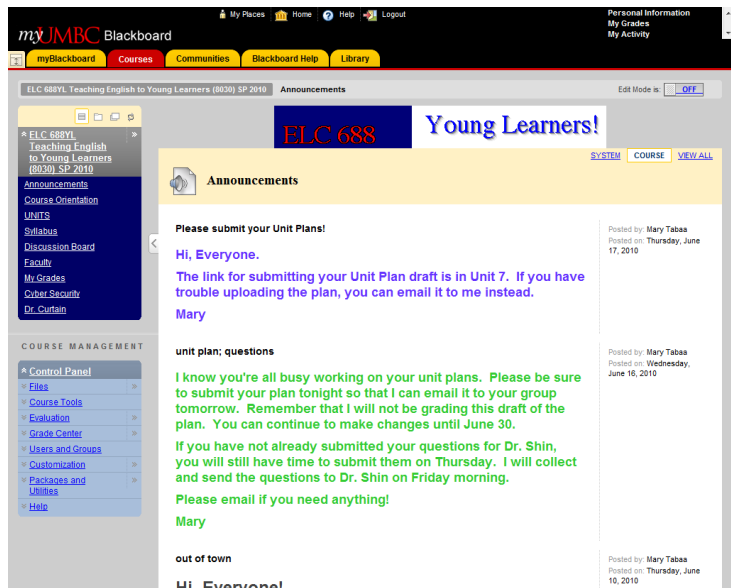Type your **username** and **Password** and click on **login**

Your Online Course

5

Select **Courses**

6

ELC 688
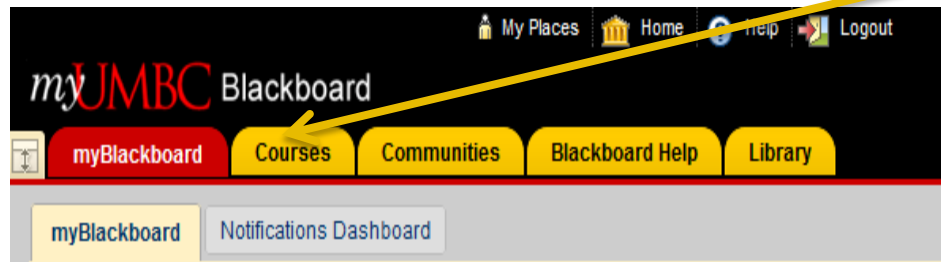
Click on the **link** to your course

7

You will see the first page and Navigation Panel

myUMBC Blackboard

My Places | Home | Help | Logout

myBlackboard | Courses | Communities | Blackboard Help | Library

myBlackboard | Notifications Dashboard

Personal Information
My Grades
My Activity

ELC 688YL Teaching English to Young Learners (8030) SP 2010

Announcements

Edit Mode is: OFF

ELC 688 Young Learners!

SYSTEM COURSE VIEW ALL

ELC 688YL
Teaching English
to Young Learners
(8030) SP 2010

Announcements

Announcements

Course Orientation
UNITS
Syllabus
Discussion Board
Faculty
My Grades
Cyber Security
Dr. Curtain

Please submit your Unit Plans!

Hi, Everyone.

The link for submitting your Unit Plan draft is in Unit 7. If you have trouble uploading the plan, you can email it to me instead.

Mary

Posted by: Mary Tabaa
Posted on: Thursday, June 17, 2010

COURSE MANAGEMENT

Control Panel
Files
Course Tools
Evaluation
Grade Center
Users and Groups
Customization
Packages and Utilities
Help

unit plan; questions

I know you're all busy working on your unit plans. Please be sure to submit your plan tonight so that I can email it to your group tomorrow. Remember that I will not be grading this draft of the plan. You can continue to make changes until June 30.

If you have not already submitted your questions for Dr. Shin, you will still have time to submit them on Thursday. I will collect and send the questions to Dr. Shin on Friday morning.

Please email if you need anything!

Mary

Posted by: Mary Tabaa
Posted on: Wednesday, June 16, 2010

out of town

Hi. Everyone!

Posted by: Mary Tabaa
Posted on: Thursday, June 10, 2010

Getting More Help

If at any point, you run into a problem with these directions or any technology issue, please email the technology coordinator, Adriana Val. She will do her best to help you.

Adriana's email address is
aval@umbc.edu

Submitting Your Assignments
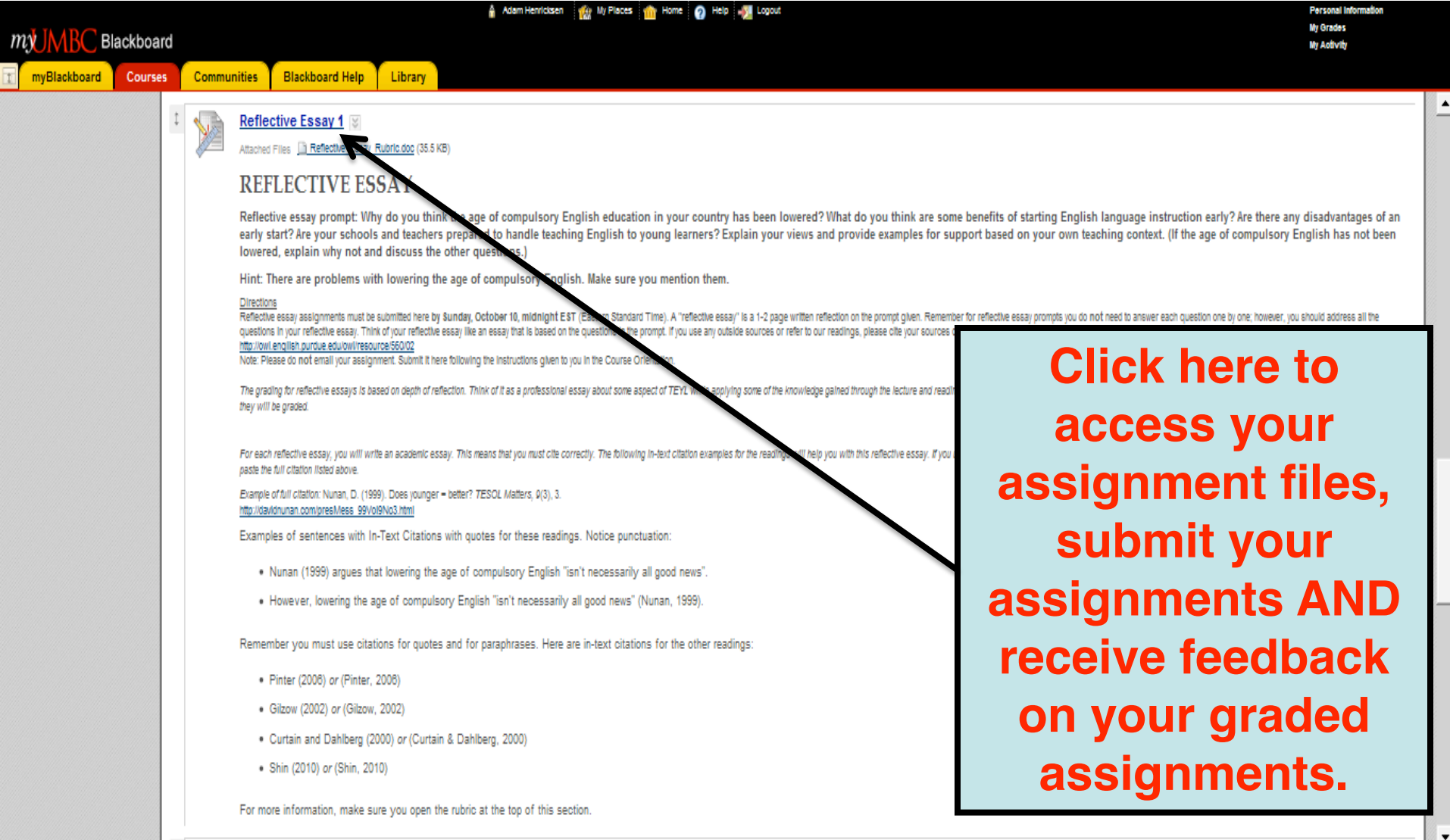
Via Blackboard

Assignments found within each unit

- Click on **Units** to find your assignments for the week.

- Go into the current unit and find the assignment links.

See the next slide for a screen shot.

Click on the assignment links

*my*UMBC Blackboard

myBlackboard   **Courses**   Communities   Blackboard Help   Library

Reflective Essay 1

Attached Files   Reflective Essay Rubric.doc (35.5 KB)

REFLECTIVE ESSAY

Reflective essay prompt: Why do you think the age of compulsory English education in your country has been lowered? What do you think are some benefits of starting English language instruction early? Are there any disadvantages of an early start? Are your schools and teachers prepared to handle teaching English to young learners? Explain your views and provide examples for support based on your own teaching context. (If the age of compulsory English has not been lowered, explain why not and discuss the other questions.)

Hint: There are problems with lowering the age of compulsory English. Make sure you mention them.

Directions

Reflective essay assignments must be submitted here by Sunday, October 10, midnight EST (Eastern Standard Time). A "reflective essay" is a 1-2 page written reflection on the prompt given. Remember for reflective essay prompts you do not need to answer each question one by one; however, you should address all the questions in your reflective essay. Think of your reflective essay like an essay that is based on the questions in the prompt. If you use any outside sources or refer to our readings, please cite your sources.

http://owl.english.purdue.edu/owl/resource/560/02

Note: Please do not email your assignment. Submit it here following the instructions given to you in the Course Orientation.

The grading for reflective essays is based on depth of reflection. Think of it as a professional essay about some aspect of TEYL while applying some of the knowledge gained through the lecture and readings. they will be graded.

For each reflective essay, you will write an academic essay. This means that you must cite correctly. The following in-text citation examples for the readings will help you with this reflective essay. If you paste the full citation listed above.

Example of full citation: Nunan, D. (1999). Does younger = better? TESOL Matters, 9(3), 3.

http://davidnunan.com/presMess_99Vol9No3.html

Examples of sentences with In-Text Citations with quotes for these readings. Notice punctuation:

- Nunan (1999) argues that lowering the age of compulsory English "isn't necessarily all good news".

- However, lowering the age of compulsory English "isn't necessarily all good news" (Nunan, 1999).

Remember you must use citations for quotes and for paraphrases. Here are in-text citations for the other readings:

- Pinter (2006) or (Pinter, 2006)

- Gilzow (2002) or (Gilzow, 2002)

- Curtain and Dahlberg (2000) or (Curtain & Dahlberg, 2000)

- Shin (2010) or (Shin, 2010)

For more information, make sure you open the rubric at the top of this section.

Click here to access your assignment files, submit your assignments AND receive feedback on your graded assignments.

Submitting assignments

✓ **To submit a file**, click **Browse My Computer** and locate the file to attach, then click **Add**. More then one file can be attached using this method.

✓ **To add comments for the instructor**, enter the comments in the **Comments** field. The instructor will receive these comments with the submitted assignment.

✓**To submit the assignment**, click **Submit** to send the assignment to the Instructor.

Submitting assignments

Once you complete your assignment, click **Browse My Computer** to find your assignment and attach it here.

NEVER submit your assignments in the Comments box. Just use this box to leave your instructor a friendly note.

Submitting assignments

After your assignment file is attached, click Submit!

Remember, do not click on Save as Draft to submit your assignment.

Congratulations! You're done!

Using the Discussion Board

Adding and continuing threads

Terminology

- ## Discussion Board

  This is the place where all discussions take place. The button is on the left hand side of the course homepage (navigation panel).

- ## Discussion Forum

  On the discussion board, there will be different forums with different topics, usually linked from units
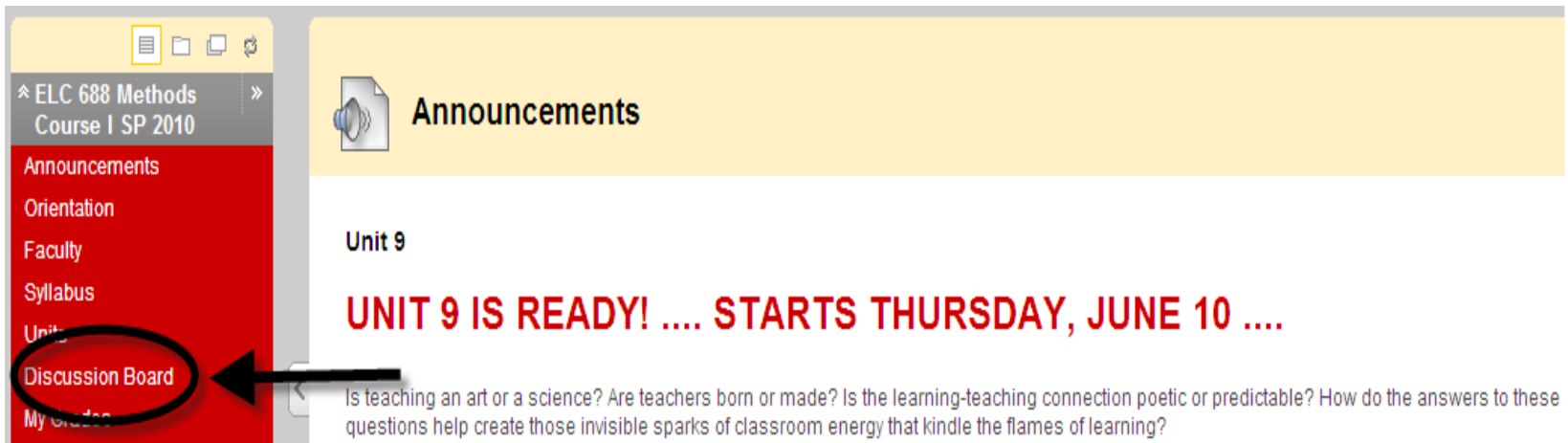
- ## Threads

  In each forum, you will have the option to start your own thread. A thread is a group of messages linked to each other by clicking the reply button.

- ## Posting (or post)

  A posting is a message that you post on the discussion board.

Discussion Board

Click the left hand side of the course homepage

Entering a Forum

- After clicking on the words "Discussion Board" you will see a screen that looks like the following:

  See next slide for a screen shot.

Entering a Forum

Click on the title link to enter the forum

What to do next

- Once you are in a specific discussion forum, you have the choice of **starting a new thread** or **continuing an existing thread.** Look at the instructor's directions to know whether or not you're being asked to start a new thread.

Starting a new thread

Forum: Unit 8

List View Tree View

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. More Help

Create Thread

Search Display ⌄

Thread Actions ⌄ Collect

☐	⚑	Date	△	Thread	Author	Status	Unread Posts	Total Posts
☐		6/4/10 2:26 PM		Starter 2: Teaching and Learning ⌄		Published	8	8
☐		6/5/10 1:29 PM		Teaching for all kinds of learning styles ⌄		Published	15	15
☐		6/5/10 12:40 PM		Starter 3: Teaching Styles vs. Learning Styles ⌄		Published	20	20
☐		6/4/10 9:17 AM		Starter 1: Video ⌄		Published	25	25
☐		6/6/10 3:56 AM		Starter 4:Challenges we face and teacher training ⌄		Published	13	13
☐		6/6/10 6:50 AM		Learning Strategies ⌄		Published	5	5
☐		6/6/10 8:03 AM		Addressing Multiple Intelligences ⌄		Published	3	3

To start a new Thread, click on "Create Thread"

Reading a message in an existing thread

ELC 688 Methods Course I SP 2010

Announcements
Orientation
Faculty
Syllabus
Units
Discussion Board
My Grades
Cyber Security
References

Forum: Unit 8

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in at the top of each column. More Help

Create Thread

Thread Actions | Collect

	▼ **Date**	**Thread**
☐	6/4/10 2:26 PM	**Starter 2: Teaching and Learning** ⌄
☐	6/5/10 1:29 PM	**Teaching for all Ns fo learning styles** ⌄
☐	6/5/10 12:40 PM	**Starter 3: Teaching Styles vs. Learning Styles** ⌄
☐	6/4/10 9:17 AM	**Starter 1: Video** ⌄

Click on the existing thread to read the messages.

Explore Available Options

☐ **Starter 1: Video**

☐ **Starter 2: Teaching and Learning**

6/4/10 2:26 PM	**Starter 2: Teaching and Learning** ⌄	
6/5/10 1:29 PM	**Teaching for all kinds fo learning styles** ⌄	

`List View` | Tree View

Forum: Unit 8

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. More Help

Create Thread

`Search` `Display` ⌄

☐	Thread Actions ⌄	Collect					
☐	▾ **Date** △	Thread		Author	Status	Unread Posts	Total Posts

Down Arrows
Mark as Read
Mark as Unread
Set Flag
Clear Flag

Collect
Viewing messages in one page
Printing

Search
By author, topic and date

Down Arrows
Select which messages to display for viewing

Responding to a message

- If you want to respond to a message that someone else has posted, click the "**Reply**" button.

Responding to a message

- A new blank page will open. The message you are responding to will follow the Reply page. If you want to refer to the previous message, click "**Quote**".

Composing a message

- After you click the **Thread** button to add a new thread or click the **Reply** button in an existing message, a page similar to an email compose page will open. Work the same way you would work when composing an email message:
  - Write a topic in the subject line
  - Greet the person (Dear Name)
  - Provide a context for your message
  - Sign your message (Thank you, Your Name and Country)
- When you finish composing your message, hit the Submit button.

See the next slide for an example.

; Indicates a required field.

Cancel   Save Draft   **Submit**

1.   Message

View Original Post

Click here to view the original post

⭐ Subject: RE: Starter 2: Teaching and Learning

Message

Visual Editor is: **ON**

Normal ▾   3 ▾   Arial ▾   **B** *I* U abe x₂ x²   ☰ ☰ ☰   ⅛ ⅜ ⟷ ⟶

abc ✓ ✂ ⎘ 📋 ✂ ↶ ↷ 🌐 ▦ ◢ **A** ◢ | √x̄ ⟨⟩ ◇ ▢ ✓

▦ ▢ ◢ ◢ ◢ ◢ ◢ ▓

Dear Lori,

This is a practice message .....

Thanks,

Alicia from Ecuador

Path: body

2.   Attachments

Attach File   Browse My Computer

Click on the Submit button after you have composed your message.

3.   Submit

Click **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Cancel   Save Draft   **Submit**

Composing a message

- Note that you can also paste a message that you have previously written in Microsoft Word into your discussion board message. *It is better, though, to type the message in Notepad (as text only) before pasting it into Blackboard.*

Postings

- The quality of a message or posting depends on the criteria or instructions that your instructor has set for a specific class activity. Follow the instructions for posting for each forum carefully.

- Generally, postings are messages that contribute to the class. You will be graded for these contributions.

- The discussion board is NOT a chatroom. The discussion board is like a classroom. It is the place where class discussions take place.

Postings

- Many times, you will be asked to read or prepare something prior to posting a message to the discussion board.

- Your postings should show that you have read assigned materials, that you have done your homework or that you understand the content of the class.

Good and Not So Good Postings

- ## Good

Hello,

This is Silvio. I agree with the author of ___, but I do not think his generalizations about ____apply to my culture. He probably had a different experience while living in____. What do the others think?

Looking forward to your comments.

Silvio

- ## Not So Good

- Yes, me too.

Last notes
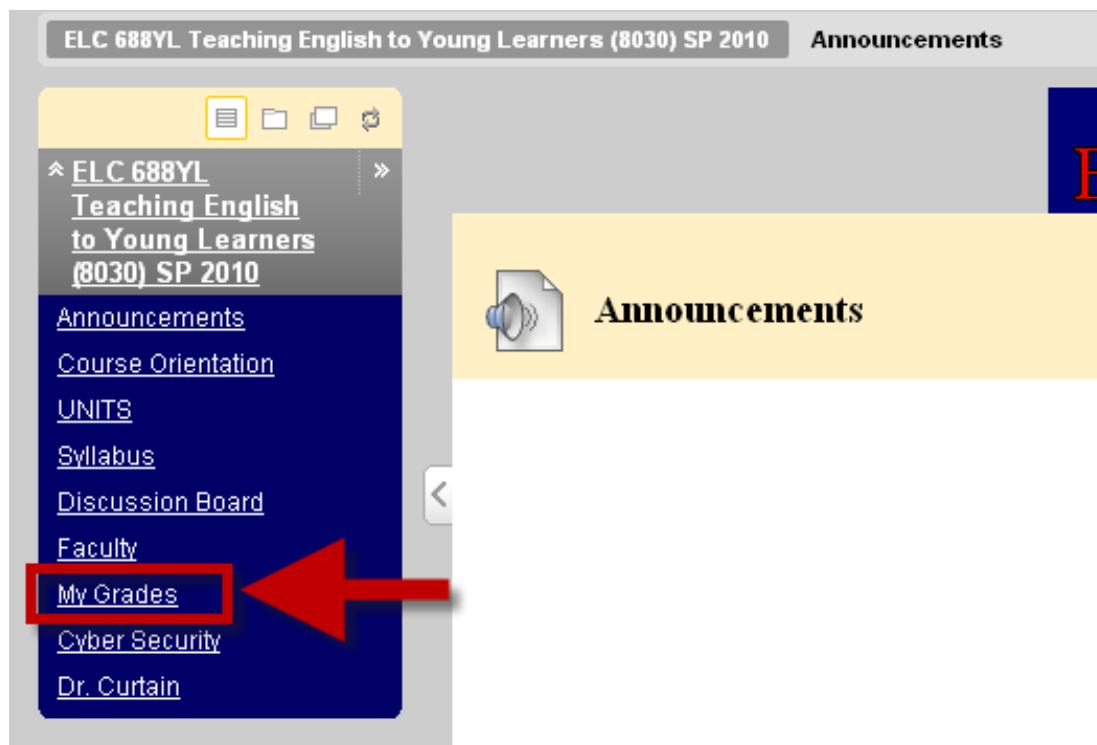
- In some discussion forums you will be asked to continue threads and some you can feel free to add your own threads. Be sure to read the directions for each forum before you enter and start posting messages.

HAVE FUN ON THE DISCUSSION BOARD!

Viewing Grades and Feedback

My Grades

To view your grades in your online course select **My Grades** on the navigation panel

My Grades Page

My Grades page
shows all your grades
as soon as your instructor
enters a grade for each assignment.

This is a private page, only you can
view your grades.

The exclamation sign[!] means that
your instructor has not corrected
your assignment.

Viewing Feedback

- After your instructor has corrected your assignment and uploads your file with comments, you need to check and see if you need to make any revisions to your writing activity.

- To download the file and view comments from your instructor, please select the **grade** your instructor assigned to you.

Select Grade

Note: Weighted Total calculates your percentage based on your individual grades. At the end of the course, this will be your final grade.

Instructor Feedback

Review Submission History

OK

1.   Review Submission History

View Attempts

Submission (April 25, 2010 8:22:02 PM EDT)

Submission Materials

Submission Field :

Student Comments :

Attached Files : JOURNAL 1.doc

Instructor Feedback

Grade : 82 out of 100

Comments : Hi _____ My comments for your Journal 1 are attached. Please click on the attachment to open the document and see my comments. Let me know if you have any questions. Thanks! Colleen

Attached Files : _____ Consuelo 82.doc

This page shows:
Grade for this assignment
Comments from your instructor
Attached Files with remarks from your instructor

2.   Finish

OK

Note: Please download the file from your instructor to read and review your assignment: right click on the file, and save it in your computer.