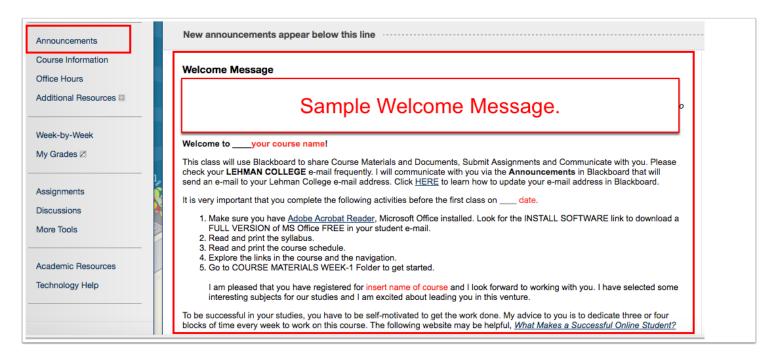


The Lehman College Blackboard Course Template has been designed to make it easier for your instructor to share course materials, communicate with you and enable you to make the most of your learning experience. Please note: each instructor can change the template to accommodate their course needs. Your course might look different. This is just a sample course.

Announcements

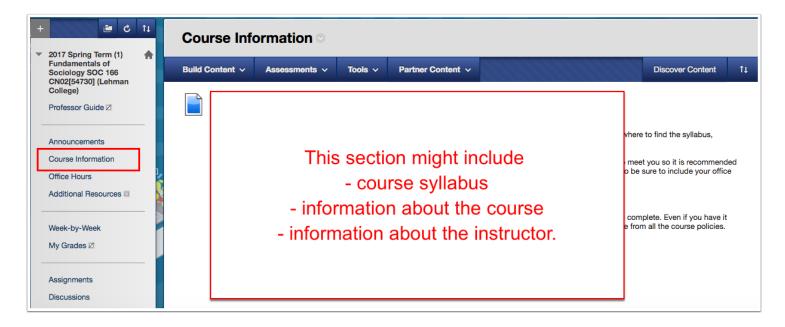
Your instructor may place some important course information on this page. The most recent announcement posted will appear on the top of the page with the time and date of the posting. Make sure you log in to Blackboard **daily**, if you are taking an web-enhanced, hybrid or an online course.





Course Information

The Course Information content area is the area where your instructor will post course specific material for your course. You may see course guidelines, syllabus, office hours and location and textbook information in this area.

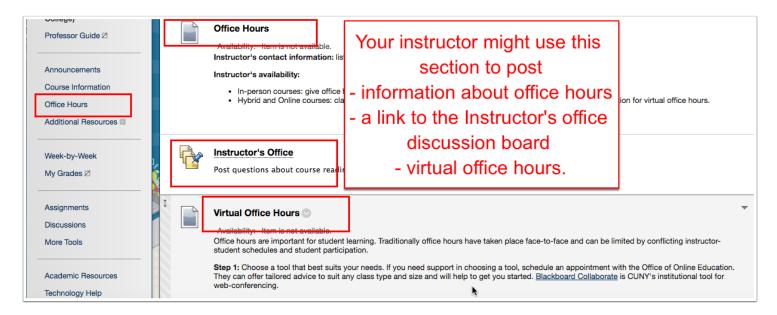




Instructor's Office

Your instructor might use this section to post information about office hours, a link to the Instructor's office discussion board, or virtual office hours.

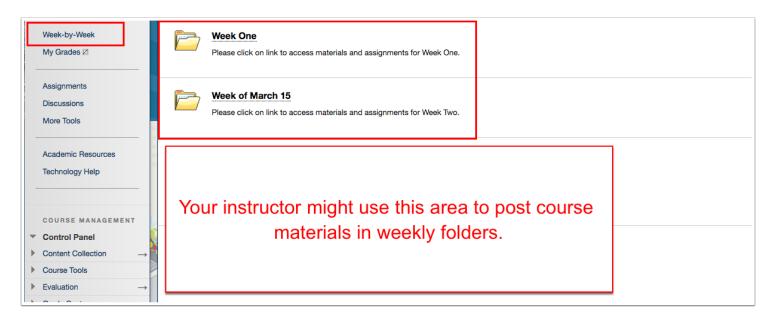
Your instructor may use "Instructor's Office" Discussion Board as a "bulletin board" for your to post or pose course related questions to your instructor. As a student, you may need some clarification on something that you do not understand. This is a public area! All students in the class will see what you post here. All students will see the instructors response too.





Week-by-Week

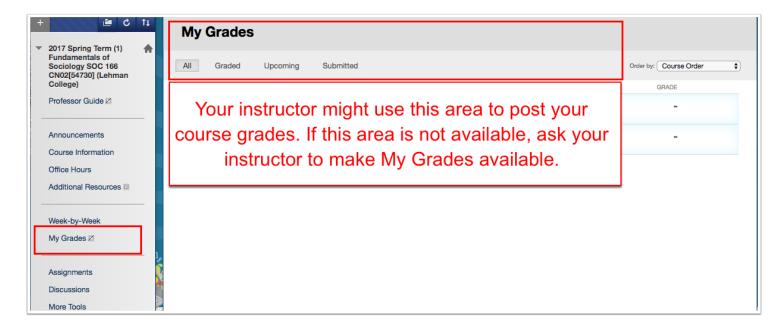
Your instructor may choose to post content in weekly folders. You instructor may choose to rename the weekly folders perhaps using dates or with subject matter. To access the folder, simply click on the link. To return to the content area, simply click on the Week-by-Week link on the left side of your screen.





My Grades

Your instructor may choose to make *My Grades* available to you. If your instructor DOES NOT show this content area to you within the course, you can ask your instructor to make *My Grades* available. Or on your Blackboard Homepage go to the TOOLS box and access My Grades for all your courses.

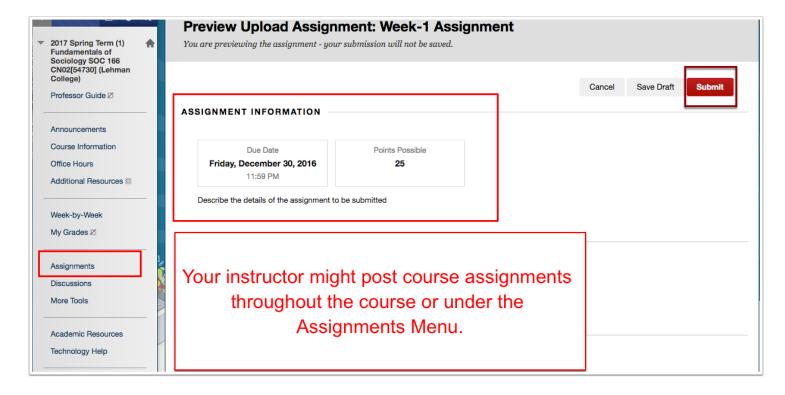




Assignments

Your instructor may use the ASSIGNMENTS area to post course assignments to be submitted directly through Blackboard. When you submit your assignment through Blackboard, your assignment goes directly to the Grade Center of your course where your instructor will grade it and possibly provide you will some feedback in addition to your grade. Students will see the feedback and the grade in MY GRADES.

Tip: Follow the step-by-step instructions on your screen to submit your assignment. Do not copy and paste your assignment in the text editor. Save the file on your computer in a course folder with the name of the class and use Microsoft Word. Lehman students can download a FREE FULL VERSION of the latest MS OFFICE in Outlook (Student Mail) For assistance downloading Office, please contact the Lehman College Help Desk in Carman 108 or by e-mail at: help.desk@lehman.cuny.edu

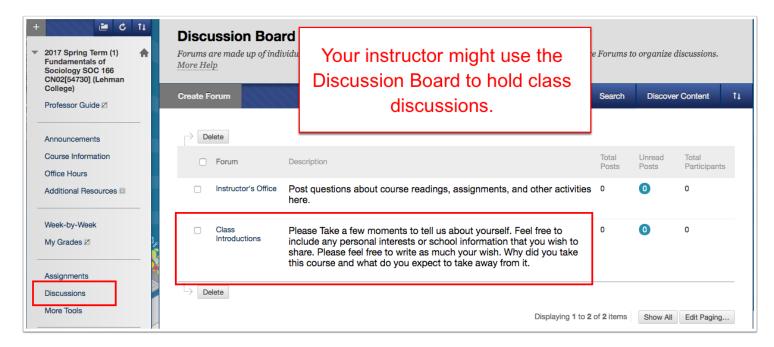




Discussion Board

Instructors may use this area of the Blackboard course to post questions about class readings, articles and other course materials. To access the forum, simpy click on the forum and to participate cilck on CREATE THREAD on the upper left side of your screen. You may also comment on other students' postings that you see in the forum.

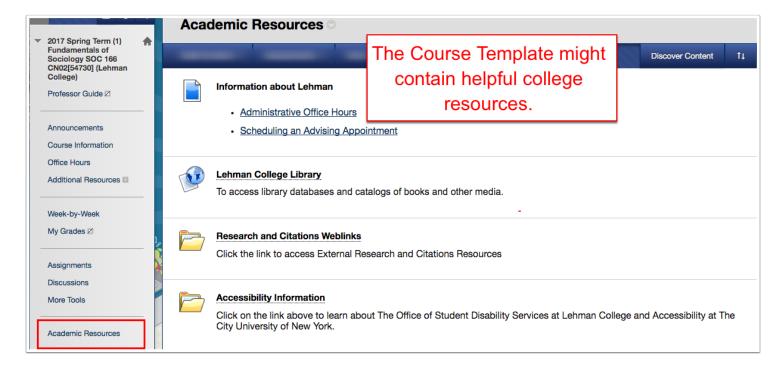
Tip: Instructors may limit the availability of the Discussion Board and have a deadline for your participation in the disucssion.





Academic Resources

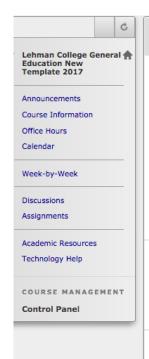
This content area contains important college resources. For example, you may schedule an appointment with your academic advisor, search the Lehman College Library database, get online assistance with writing a research paper, and more!





Technology Help

The Technology Help area has student related information for technology assistance. Students will find links to the Lehman College Help Desk located in Carman Hall Room 108, CUNY specific Blackboard Student Help and CUNY Blackboard User guides.



Technology Help

The Course Template might have Technology Help Section with helpful resources.



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 <u>help.desk@lehman.cuny.edu</u>
- · by submitting an Online Form Requesting Assistance via Lehman Connect.



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



Meet Lehman's Online Teaching and Learning Specialist | Blackboard Administrator

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