



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 accomodate their course needs. Your course might look different. This is just a sample course.

Announcements

Your instructor may place some important course informaiton 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.

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New announcements appear below this line

Welcome Message

Sample Welcome Message.

Welcome to your course name!

This class will use Blackboard to share Course Materials and Documents, Submit Assignments and Communicate with you. Please check your **LEHMAN COLLEGE** e-mail frequently. I will communicate with you via the **Announcements** in Blackboard that will send an e-mail to your Lehman College e-mail address. Click [HERE](#) to learn how to update your e-mail address in Blackboard.

It is very important that you complete the following activities before the first class on date.

1. Make sure you have [Adobe Acrobat Reader](#), Microsoft Office installed. Look for the **INSTALL SOFTWARE** link to download a **FULL VERSION** of MS Office **FREE** in your student e-mail.
2. Read and print the syllabus.
3. Read and print the course schedule.
4. Explore the links in the course and the navigation.
5. Go to **COURSE MATERIALS WEEK-1** Folder to get started.

I am pleased that you have registered for insert name of course and I look forward to working with you. I have selected some interesting subjects for our studies and I am excited about leading you in this venture.

To be successful in your studies, you have to be self-motivated to get the work done. My advice to you is to dedicate three or four blocks of time every week to work on this course. The following website may be helpful, [What Makes a Successful Online Student?](#)



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.

Course Information ▼

Build Content ▼ Assessments ▼ Tools ▼ Partner Content ▼ Discover Content ↑↓

2017 Spring Term (1)
Fundamentals of
Sociology SOC 166
CN02[54730] (Lehman
College)
Professor Guide ✕

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Course Information
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Assignments
Discussions

This section might include

- course syllabus
- information about the course
- information about the instructor.

where to find the syllabus,
meet you so it is recommended
to be sure to include your office
complete. Even if you have it
e from all the course policies.



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 you 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 instructor's response too.

Office Hours
Availability: Item is not available.
Instructor's contact information: list
Instructor's availability:
• In-person courses: give office hours
• Hybrid and Online courses: class

Instructor's Office
Post questions about course reading

Virtual Office Hours ⌵
Availability: Item is not available.
Office hours are important for student learning. Traditionally office hours have taken place face-to-face and can be limited by conflicting instructor-student schedules and student participation.
Step 1: Choose a tool that best suits your needs. If you need support in choosing a tool, schedule an appointment with the Office of Online Education. They can offer tailored advice to suit any class type and size and will help to get you started. [Blackboard Collaborate](#) is CUNY's institutional tool for web-conferencing.

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



Week-by-Week

Your instructor may choose to post content in weekly folders. Your 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.

Week-by-Week

My Grades ✓

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COURSE MANAGEMENT

▼ Control Panel

► Content Collection →

► Course Tools

► Evaluation →

Week One

Please click on link to access materials and assignments for Week One.

Week of March 15

Please click on link to access materials and assignments for Week Two.

Your instructor might use this area to post course materials in weekly folders.



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.

My Grades

All Graded Upcoming Submitted

Order by: Course Order

GRADE

-

-

Your instructor might use this area to post your course grades. If this area is not available, ask your instructor to make My Grades available.



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

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Fundamentals of
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Preview Upload Assignment: Week-1 Assignment

You are previewing the assignment - your submission will not be saved.

Cancel Save Draft **Submit**

ASSIGNMENT INFORMATION

Due Date Friday, December 30, 2016 11:59 PM	Points Possible 25
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Describe the details of the assignment to be submitted

Your instructor might post course assignments throughout the course or under the Assignments Menu.



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, simply click on the forum and to participate click 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 discussion.

Discussion Board
Forums are made up of individual discussions. [More Help](#)

Create Forum

Search Discover Content

<input type="checkbox"/>	Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/>	Instructor's Office	Post questions about course readings, assignments, and other activities here.	0	0	0
<input type="checkbox"/>	Class Introductions	Please Take a few moments to tell us about yourself. Feel free to include any personal interests or school information that you wish to share. Please feel free to write as much as you wish. Why did you take this course and what do you expect to take away from it.	0	0	0

Deleting 1 item

Displaying 1 to 2 of 2 items Show All Edit Paging...



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 !

Academic Resources

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Information about Lehman

- [Administrative Office Hours](#)
- [Scheduling an Advising Appointment](#)

Lehman College Library
To access library databases and catalogs of books and other media.

Research and Citations Weblinks
Click the link to access External Research and Citations Resources

Accessibility Information
Click on the link above to learn about The Office of Student Disability Services at Lehman College and Accessibility at The City University of New York.

The Course Template might contain helpful college resources.

Discover Content



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.

Lehman College General Education New Template 2017

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**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
- 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**

Stephen Castellano
Online Teaching and Learning Technology Specialist
stephen.castellano@lehman.cuny.edu
718-960-8658
Carman 156



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

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