

# How to use Blackboard for GRA 1413 without losing your mind!

- and pass this course, too.



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# What If I haven't Used Blackboard Before?

Don't worry, there are lots of resources for you

Some of you may be using Blackboard for the first time. Don't let the "Blackboard" aspect intimidate you and viewing this presentation will help you feel more comfortable - but remember it takes some effort and requirements are due early in the course.

## Student Resources

<http://www.valenciacollege.edu/oit/ltad/StudentResources/>

These orientation materials include:

Am I ready for Online?

Getting Started Online

Academic Integrity

Tutorials

Getting Help

## Technical Support

<http://d2.parature.com/ics/support/default.asp?deptID=8191>

Find out what System Requirements are needed, i.e. Browsers, Java, Operating systems, etc.

Need more help? You can submit a trouble ticket or participate in a Live Chat 24 hours a day.

# What Do I Need to Take this Online Course?

- There is no textbook required for this course. All you will need is provided through the course or through web links.

- You never need to come to campus for this course.

- Access to a computer, Mac or Windows PC with high speed internet access and current internet browsers.

You are welcome to use any open lab on campus that has internet access or your own personal computer. Additionally, places like the public library have computers you can use. Firefox is the recommended browser for either platform, Mac or PC can use Safari and PC only Internet Explorer. Do not use AOL as it is not compatible with Blackboard. Note: if you get a notice from Blackboard to upgrade browser or plug-ins do so as soon as possible as it might effect your ability to do certain things. You can also do a browser check at any time.

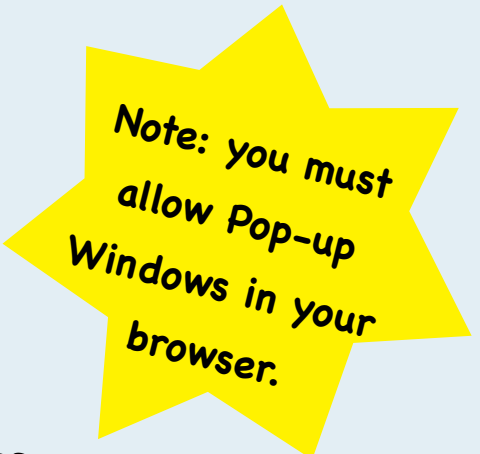
- Access to a program for text creation for your Resumé Assignment. You can use a program such as MSWord though using a template is discouraged unless you are very experienced and know how to make changes. Cookie-cutter resumé never get noticed. You may also use Adobe Illustrator, InDesign or QuarkXpress but you'll need to save as a pdf if you use these. ONLY doc, docx, or pdf files are allowed. So not save files other than Word in their native file formats, i.e., .indd, .ai or .qxd. Do not use Pages or any other program unless you can save in the allowed file formats. Saving in an unacceptable file format might mean your instructor couldn't even open the file, and thus not be able to grade.

- You need installed on your computer - they are free to download if you don't have them already installed on your computer.

- Flash Player <http://get.adobe.com/flashplayer/>

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

- USB Flash drive or Firewire device, 256 mb minimum suggested, CDs or your computer's hard drive for storage.



## So, Let's Get Started

# Signing In to Blackboard

VALENCIA | ONLINE [Change Text Size](#) [High Contrast Setting](#)

**Have an account?**  
Please enter your credentials and click the Login button below.

Username:

Password:

[Forgot Your Password?](#)

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**Getting Help With Your Online Courses**  
You can now contact the Online Courses Help Desk through [email](#) or by calling 407-582-5600. Answers to the most common problems people encounter while accessing or using Blackboard [are located here](#).

**Course Availability**  
Valencia courses for the upcoming semester will become available to you on the official start date. Access to course components for the each term ends the official end date.

**Reserved Maintenance Window**  
2:00 a.m. to 6:00 a.m. every Sunday morning is reserved for system maintenance.

**Blackboard Browser Requirements Check**  
This page checks the most important browser features needed to use Blackboard Learn 9.1 at Valencia. If you pass all checks listed below, you should be able to use the main features of Blackboard Learn 9.1. [Click here to run the browser test.](#)

1. You can access Blackboard from the main Valencia site, Atlas or the fastest way is to go directly to Valencia's online link.  
<http://learn.valenciacollege.edu/>
2. You can now Bookmark this page on your personal computer.
3. Type in your User name and Password- same as you use for Atlas
5. Click Log in

Check the Valencia Online News and Announcements regularly for important updates

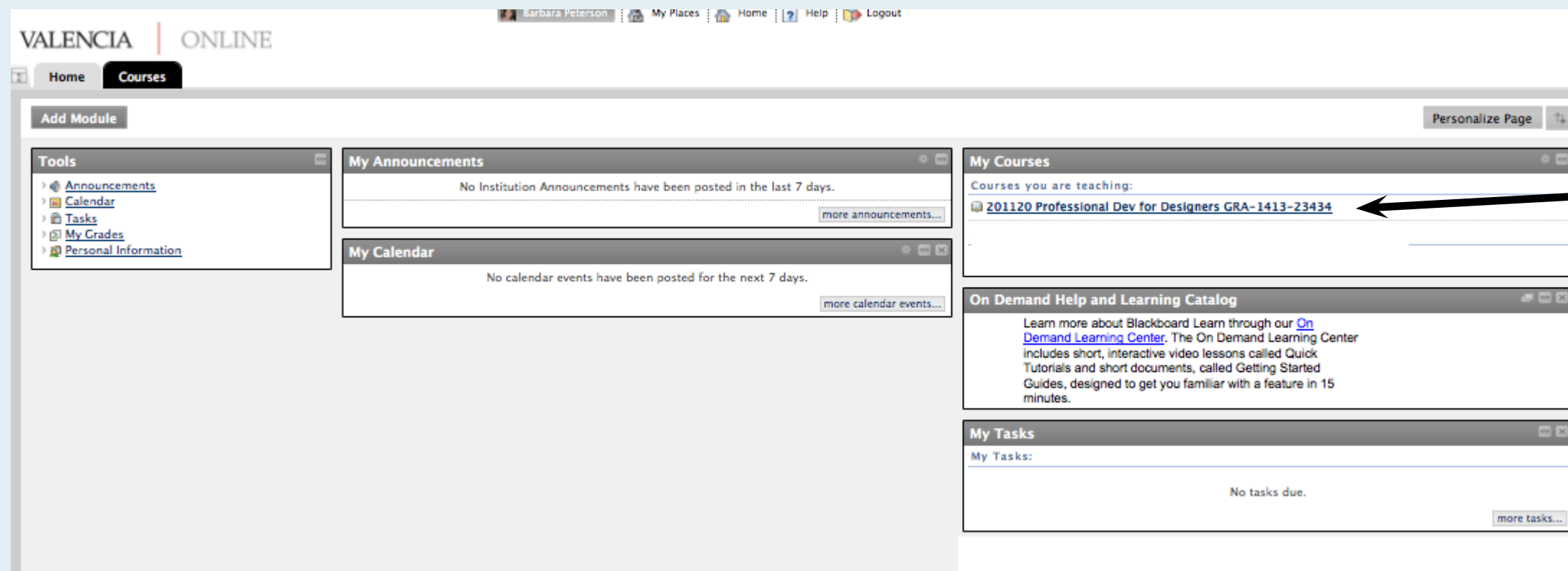
note: this picture might change at the whim of IT

**Note:** The name of Valencia is officially changed to Valencia College July 1, 2011. Make sure that all your bookmarks, email accounts, etc., are updated to [valenciacollege.edu](http://valenciacollege.edu).

# Online Course Home Page

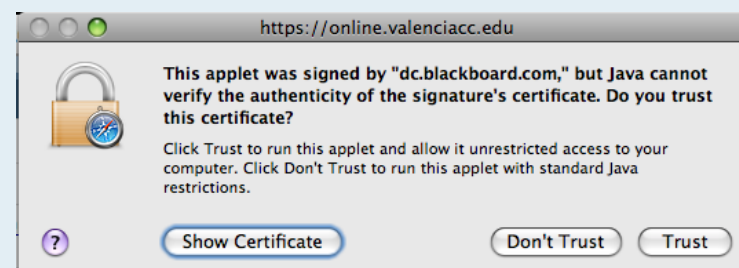
Once you log in you'll see a page similar to the one below. On the right you'll see a section titled My Courses. Everyone's course listing will be different depending on what courses you are registered for that were Blackboard enabled.

Find your section of GRA 1413 and just click on it. The screen shot below shows just one section from a previous semester.



There area number of sections of this course though this example only shows one. The one you have registered for will appear here.

Click on your section of this course to enter.



If you get this prompt any time while you are in Blackboard at any time just click Trust, sometimes you have to do it twice

# How the Course is Organized and Requirements

The course is organized in Learning Modules (LM). Depending on the session you are taking this course there will be a number of LMs with different requirements.

On the next pages you'll see how to easily access the LMs from the Navigation Bar. Due dates are in your Syllabus/Schedule or the Calendar on Blackboard

## Each week you'll have the following:

- Activities to complete before beginning an assessment, assignment or discussion topic. These will be different each week but consist of things such as pdf presentations, readings, movies and/or links to view. Since each semester is a different number of weeks you'll need to check the schedule though you'll always have a minimum of a week to complete activities.
- Assessments (basically a quiz consisting of multiple choice, matching, T/F, fill in the blank questions)
- Resumé Assignment you will be completing your personal resumé.
- There are weekly LifeMap Tasks that culminate in the LifeMap Assignment to be turned toward the end of the semester. A detailed pdf presentation on how to complete these weekly tasks and how to generate the pdf that is the assignment is provided.
- Posting of your comments/answers to questions in the Discussion Topics.

Your grade will be based on a point system. Each requirement - Assessments, Assignments and Discussions will culminate in a total of 1000 pts. Specific values will be noted in your Syllabus

A = 1000 - 900 pts  
B = 899 - 800 pts  
C = 799 - 700 pts  
D = 699 - 600 pts  
F = 599 pts or below

### Extra Credit Opportunities

- 20 points each (total of 40 pts) can be earned by attending up to 2 different announced or prior approved if not announced, eventrelated to this course, your career or learning within this area. This could include gallery openings, art or media shows, guest speakers, workshops, conferences/conventions, joining a club, etc. To receive credit send an email with your information about the event including the name, date/time and location and a brief summary of what you learned/gained by attending prior to the deadline posted on the schedule.
  - 20 pts for attaching your photo with LM Discussion Topic 1
- Note: at the discretion of the instructor more extra credit may be offered. This will appear as an Announcement.
- 20 pts can be earned for joining the course Facebook group. Information is provided in an Announcement

**Everything you need for this course is available on the first day of the semester. Feel free to get ahead if you want. Only in a few cases will you need to wait for others in order to answer some Discussion topic questions or review fellow classmate's work.**

# Navigation Bar: Start Here

When you enter the course page you will be in Start Here for the first few weeks. After that Announcements will appear first.

## Navigation Bar

- Getting Started
  - Start Here
  - Announcements
  - Calendar
  - Syllabus
  - News Feed
- Learning Modules
  - LM 1
  - LM 2
  - LM 3
  - LM 4
  - LM 5
  - LM 6
  - LM 7
  - LM 8
- Activities
  - Discussions
  - Assessments
  - Assignments
  - Class Resumés
- Resources
  - Messages
  - My Grades
  - Web Links
  - Student Resources
  - Technical Support
  - File Library



**Start Here**

**What We Will Be Doing in GRA 1413**

Enabled: Statistics Tracking  
Welcome to your online course GRA 1413 Professional Development for Designers

*Activities in this course are designed to help you understand if a career in design is best for you and if so, how to be prepared. Due to the popularity of this course we'll likely have non-design majors, too job finding are the same. So we welcome diversity!*

*Weekly requirements are provided in each Learning Modules (LM). LM's could include readings, movies or pdf presentations, online searches and either an assignment or assessment and a discussion topic. Note: LM's could span more than one week due to holidays and the variation in length of each semester.*

- **LM 1 All About You and How to Ace this Course**  
We'll get an opportunity to meet each other, learn about our goals and dreams. Requirements in this LM reinforce that you have the tools to be successful in this course.
- **LM 2 What It Takes in a Creative Career**  
Learning about our interests, skills and aptitudes are important in our career decision making. You'll take a personality indicator test to not only learn about ourselves but also how to work with others of s
- **LM 3 Planning Ahead : Career and Education Goals**  
Activities in this LM help you location resources for your chosen major and develop an educational plan.
- **LM 4 Find That Perfect Job**  
Find out about resources available to find that internship or job you'll eventually seek. Learn tips for interviewing, how to be prepared and what employers are looking for.
- **LM 5 It's Not What You Know It's Who You Know**  
The value of networking can't be underestimated. But how do you even start? This LM is designed to help you find out how.
- **LM 6 Show and Tell: Portfolio and Self-Promotion**  
Those seeking a creative career can't even get their foot in the door without a killer portfolio and, unique for us, is a self-promo piece. Find out how to plan for that and view some incredible examples.
- **LM 7 Hire Me! Resumé**  
Don't think you need or have anything to even start a resumé? It's never too early. This LM has tons of information and examples. You'll get the opportunity to build your own resumé that you'll later be ab
- **LM 8 Final Week, Yay! LifeMap Assignment Completed**  
The final week is a wrap up. You'll be turning in the LifeMap Assignment you've been working on all semester and letting us all know what you found most valuable about this course.

If you haven't previously viewed the pdf presentation below *Using Blackboard for GRA 1413* do so now. Once you feel comfortable with how to navigate this course click on LM 1 in the menu b

**Using Blackboard for GRA 1413**

Enabled: Statistics Tracking  
Attached Files: [UsingBlackboard.pdf](#) (3.082 MB)

You were sent a link to this presentation by email if you registered early enough. However, if you have not view this do so before starting the course as it will help you understand how this course is set up course. It's suggested that you download the pdf to your desktop so that's accessible to you throughout the semester.

**Need More Help?**

Are you ready to take an online course? Student Resources can help you assess if you are ready. If not, learn what you can do to help yourself get ready.

Having technical problems with either Blackboard or Atlas. Try Technical Support. Lots of good information and the help-desk at this link.

← This is a link to the presentation you are viewing right now.


← Help resources - also available lower in the Nav bar



# Announcements

After the first few weeks this will appear first in your Nav Bar.

- Getting Started
  - Start Here
  - Announcements
  - Calendar
  - Syllabus
  - News Feed
- Learning Modules
  - LM 1
  - LM 2
  - LM 3
  - LM 4
  - LM 5
  - LM 6
  - LM 7
  - LM 8
- Activities
  - Discussions
  - Assessments
  - Assignments
  - Class Resumés
- Resources
  - Messages
  - My Grades
  - Web Links
  - Student Resources
  - Technical Support
  - File Library



## Announcements

**Announcements within the course - as opposed to those from the College that appear in your course sign in window - will change during the semester. You'll have reminders about upcoming events, due dates or just about anything.**

# Calendar

All due dates are listed in the Calendar. You can select a view of your choice. Below are two common choices.

- Getting Started
  - Start Here
  - Announcements
  - Calendar
  - Syllabus
  - News Feed
- Learning Modules
  - LM 1
  - LM 2
  - LM 3
  - LM 4
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  - Messages
  - My Grades
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  - Student Resources
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  - File Library



Course Calendar: View By Month

February 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 8:00 AM Course f	15	16	17	18	19
20	21 8:00 AM LM 1 Dis	22	23	24	25 12:00 AM Late ex	26
27	28 8:00 AM LM 1 As					

**Note: This is a calendar from a previous semester so dates are not effective. Check your Schedule or the online Calendar for your semester's due dates.**

Course Calendar: View By Week

Sunday, February 13, 2011 - Saturday, February 19, 2011

8:00 AM - 11:59 PM **Course Begins** (Course Event)

Sunday, February 13, 2011

Monday, February 14, 2011

Tuesday, February 15, 2011

Wednesday, February 16, 2011

Thursday, February 17, 2011

Friday, February 18, 2011

Saturday, February 19, 2011

# Syllabus

This is the same syllabus/Schedule made available to you on your instructor's frontpage site.

## Getting Started

- Start Here
- Announcements
- Calendar
- Syllabus
- News Feed

## Learning Modules

- LM 1
- LM 2
- LM 3
- LM 4
- LM 5
- LM 6
- LM 7
- LM 8

## Activities

- Discussions
- Assessments
- Assignments
- Class Resumés

## Resources

- Messages
- My Grades
- Web Links
- Student Resources
- Technical Support
- File Library



GRA 1413 Professional Development for Designers  
 Course Syllabus | Fall 2011 | East, West and Osceola Campuses  
 Instructor: Barbara Peterson, bpeterson@mail.valenciacollege.edu

### Catalog Course Description. 1 Credit/1 Contact hour

Students will learn basic job hunting skills, how to prepare a resume, prepare for a job interview, learn to write a cover letter and learn how to develop and present a portfolio.

### Supplies or Equipment Needed

- There is no textbook required for this course. However, you must have your results of the Myers-Briggs Personality Type Indicator test. You may purchase the test booklet in the Valencia College Bookstore or you can take the test free online at <http://similarminds.com/embj.html>. There are other shorter version of this variation of the letter results personality test, though this longer version provided a more valid results. Regardless of how you take the test make sure you save the results for Learning Module 2 assessment and discussion.

*Note: If you have the results of this assessment taken within the last 2 years you may use that same results.*

- Access to a computer, Mac or Windows PC with high speed internet access and current internet browsers. Firefox is recommended for either platform. Mac or PC can use Safari and PC only Internet Explorer. Do not use AOL as it is not compatible with Blackboard
- You need installed on your computer - they are free to download if you don't have them already installed on your computer.
  - Flash Player <http://get.adobe.com/flashplayer/>
  - Acrobat Reader <http://get.adobe.com/reader/>

- Software needed: You will need to create a resumé for this course. You may use MSWord or any program for text creation that you can save in pdf, doc or docx format. **Do not turn in any other file formats other than this.** You may also use any design program such as Adobe InDesign or Illustrator or QuarkXpress though it is not required that you have any of these program. If you use any of these design program you will need to save as a pdf file, NOT their native file formats. Do not use Adobe Photoshop for creating files with text.

- USB Flash drive or Firewire device, 256 mb minimum suggested, CDs or other disks for backup of files is recommended especially if you don't have your own personal computer harddrive to save files.

### What We Will Doing in this Class

Weekly requirements are described in the Learning Modules (LM) on Blackboard. LMs could include readings, movies or pdf presentations, online searches and either an assignment or assessment and a discussion topic. Those are listed below and detailed in each LM on Blackboard.

- *LM 1 All About You and How to Ace this Course*

*We'll get an opportunity to meet each other, learn about our goals and dreams. Requirements in this LM reinforce that you have the tools to be successful in this course.*

- *LM 2 What It Takes in a Creative Career*

*Learning about our interests, skills and aptitudes are important in our career decision making. You'll take a personality i to not only learn about ourselves but also how to work with others of similar or different personalities.*

- *LM 3 Planning Ahead : Career and Education Goals*

*Activities in this LM help you location resources for your chosen major and develop an educational plan.*

- *LM 4 Find That Perfect Job*

*Find out about resources available for that internship or job you'll eventually seek. Learn tips for interviewing, how to be and what employers are looking for.*

- *LM 5 It's Not What You Know It's Who You Know*

*The value of networking can't be underestimated. But how do you even start? This LM is designed to help you find out ho*

- *LM 6 Show and Tell: Portfolio and Self-Promotion*

*Those seeking a creative career can't even get their foot in the door without a killer portfolio and, unique for us, is a self. Find out how to plan for that and view some incredible examples.*

This is an example of a syllabus from a previous semester with views of partial pages 1 and 4. For the complete file just go to the link on your course and download the pdf file.

GRA 1413 Professional Development for Designers  
 Course Schedule | Fall 2011 (2nd 10 weeks)

LM	Date	Assignment/Due Date
1	Semester begins Oct 5 Due Oct 12 midnight	1. Review LM 1: All About You and How to Ace this Course 2. View associated movies and if you not previously Using Blackboard for GRA 1413 presentation 3. View pdf Using LifeMap, complete LifeMap Assignment Task - cumulative assignment due Dec 14, - accepted until Dec 17 midnight w/10 pt deduction 4. Participate in Discussion Topic 1: About Me and attach your photo for extra credit <b>NO SHOW: You must participate in LM 1 Discussion Topic by Oct 12 otherwise you will be considered a no show and will be withdrawn - no late extension.</b>
	Due Oct 19 midnight	5. Complete LM 1 Assessment - accepted until Dec 17 midnight w/10 pt deduction
2	Due Oct 26 midnight	1. Review LM 2: What It Takes in a Creative Career 2. View associated movies or presentations and readings. 3. Complete LifeMap Assignment Task - cumulative assignment due Dec 14, - accepted until Dec 17 midnight w/10 pt deduction 4. Complete LM 2 Assessment - accepted until Dec 17 midnight w/10 pt deduction 5. Participate in Discussion Topic 2: My Type and Passions - late extension Oct 29 w/10% deduction
3	Due Nov 2 midnight	1. Review LM 3: Planning Ahead 2. View associated movies or readings before 3. Complete LifeMap Assignment Task - cumulative assignment due Dec 14, - accepted until Dec 17 midnight w/10 pt deduction 4. Complete LM 3 Assessment - accepted until Dec 17 midnight w/10 pt deduction 5. Participate in Discussion Topic 3: Planning Ahead - late extension Nov 5, midnight w/10% deduction
4	Due Nov 9 midnight	1. Review LM 4: Find that Perfect Job 2. View associated movies or presentations and readings 3. Complete LifeMap Assignment Task - cumulative assignment due Dec 14, - accepted until Dec 17 midnight w/10 pt deduction 4. Complete LM 4 Assessment - accepted until Dec 17 midnight w/10 pt deduction 5. Participate in Discussion Topic 4: That Perfect Job - late extension Nov 12, midnight w/10% deduction
5	Due Nov 16, midnight <b>Withdrawal Deadline: Nov 18</b>	1. Review LM 5: It's Not What You Know But Who You Know 2. View associated movies or presentations and reading. 3. Complete LifeMap Assignment Task - cumulative assignment due Dec 14, - accepted until Dec 17 midnight w/10 pt deduction 4. Complete LM 5 Assessment- accepted until Dec 17 midnight w/10 pt deduction 5. Participate in Discussion Topic 5: It's Not What You Know.... late extension Nov 19, midnight w/10% deduction
	Nov 23 - 27	Thanksgiving Holidays - campus closed

# News Feed

This RSS feed is from the Graphics Flickr site, Blog and Amanda's Delicious Bookmarks. This has lots links to info about special events (xcredit opportunities), interesting topics and announcements. Helpful information to complete LM requirements could be here. This changes almost daily. You probably will have to scroll down to see it depending on your monitor size.


- Getting Started
  - Start Here
  - Announcements
  - Calendar
  - Syllabus
  - News Feed
- Learning Modules
  - LM 1
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  - LM 3
  - LM 4
  - LM 5
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  - Technical Support
  - File Library



**News**

News feed from Graphic blog, flickr and cool bookmarks

VCC GRAPHICS FLICKR



VCC GRAPHICS BLOG

- [Drawing Fundamentals for Designers](#)
- [Upcoming Event: Building Your Brand](#)
- [PLAN TO INTERN SUMMER 2011?](#)
- [1st Graphic Design Group Meeting for Spring 2011](#)
- [ADDY Entry Day This Friday!!](#)

HEADLINES BY FEEDBURNER

LATEST BOOKMARKS

[Amanda's Delicious Bookmarks](#)

- [What's happening with Delicious? « Professor Josh's Blog](#)
- [paper.li – read Twitter and Facebook as a daily newspaper](#)
- [BBC News – Profile update: Your teacher has now joined Facebook](#)
- [The Comprehensive Guide to Saving Images for the Web](#)
- [Do Professional Photographers Really Make Money?](#)

HEADLINES BY FEEDBURNER

# Learning Modules

Click on a Learning Module to view activities and requirements for that week.

**EVERY LEARNING MODULE IS DIFFERENT** but all will have a brief overview, associated files and/or movies, an assessment or an assignment and a discussion topic. This example shows LM 1. A good idea is to view all LMs at the beginning of the semester so you have an idea of what you'll be doing. The following pages will walk you through this specific LM so you'll get the idea of content.

The screenshot displays a Blackboard LMS interface. On the left is a vertical navigation menu with the following sections: 'Getting Started' (containing Start Here, Announcements, Calendar, Syllabus, News Feed), 'Learning Modules' (containing LM 1 through LM 8, with a red arrow pointing to LM 1), 'Activities' (containing Discussions, Assessments, Assignments, Class Resumés), and 'Resources' (containing Messages, My Grades, Web Links, Student Resources, Technical Support, File Library). The main content area on the right is divided into four sections:

- LM 1: All About You and How to Ace this Course**: A document icon is shown. The text states: "The first week we will be learning more about how to use Blackboard and how to be successful in this course. Material within this learning module include the Syllabus and Schedule (available in the link so named on the help you throughout the semester). Below you will see the titles to each activity. That could be items such as a link to a file, a folder with movies, an assessment or discussion topic. In general, it's best to view them in the order provided though you can do as necessary. Read directions before beginning each individual activity."
- Movies**: A folder icon is shown. The text states: "Click on the title of this folder to see the links to movies of questions asked of professionals. Once the folder has opened click on each individual movie link to view them and learn more about your chosen career path available on the Digital Media youtube site on a Playlist for our course specifically [http://www.youtube.com/view\\_play\\_list?p=9FDFC75FF4C3737A](http://www.youtube.com/view_play_list?p=9FDFC75FF4C3737A) and individual links to each movie are provided in the Learning Module Web Links along the Nav bar. There are a few links at other youtube sites. *Make sure you have viewed movies required for this LM before beginning your assessment or discussion topic.*"
- Using LifeMap Presentation and Assignment**: A document icon is shown. The text states: "Attached Files: [NewUsingLifeMap.pdf](#) (2.781 MB) Click the file link above to download/save a pdf file needed to complete the LifeMap Assignment. It will help you navigate Valencia's LifeMap and complete weekly tasks that will eventually culminate into the LifeMap Assignment Learning Module. You'll be referring to this presentation all semester so it's recommended you have the file easily accessible. Below is a brief description of this week's task though the Using LifeMap Presentation is more visual. You can actually complete any task early if you wish, though all the completed tasks, which comprise the complete assignment, won't be due until the end of the session. *You must access LifeMap through Atlas, it is NOT available within this Blackboard course* LM 1 LifeMap Assignment Task In Valencia's LifeMap (not accessible through Blackboard – but through Atlas) under My Career Planner you are asked to complete 2 assessments. Career Interest Inventory Career Skills Profiler *Grading of the LifeMap Assignment will not happen until LM 7 Assignment is due at the end of the semester. Grading criteria will be based on completion of the tasks, explained in the Using LifeMap Presentation yourself getting behind just catch up. Tasks are related to specific learning module content and may be required to answer assessment or discussion topic questions. However, you can always complete the assignment and still earn credit. Feel free to contact me if you have any questions after referring to the LifeMap Presentation.*"
- LM 1 Assessment: Course Introduction**: A document icon with a red 'X' is shown. The text states: "Availability: Item is no longer available. It was last available on Dec 17, 2011 11:59 PM. After you've reviewed this Learning Module's resources answer the questions to help me – and you – determine how prepared you are for this course. To begin click the assessment title. There is no limit to the amount of times you can take the test as long as you submit by the due date or the final submission date with a 10 pt penalty. Dates are posted on your syllabus/schedule or calendar. It is suggested that you view the questions, noting any you need to double-check but do not click Submit until you have had a chance to refer to your resources. Once you have answered all questions to the best of your ability click Save and Submit."
- Discussion Topic 1: About Me**: A document icon with a book symbol is shown. The text states: "For each Learning Module you will also be asked to participate in a related Discussion Topic. Click the title above and you will be taken to the Discussion link also available in the Navigation Bar. Click Questions for Topic 1 to view the questions and include the questions. Read as many of your fellow classmates comments as you can and add your comments. Participation is part of your grade so make sure you do so by the deadline to receive full credit. Your grade is determined by your participation, answering all the questions completely with substance and on time. **IF YOU DO NOT PARTICIPATE BY THE DUE DATE YOU WILL NOT RECEIVE CREDIT FOR THIS TOPIC.**"

# Learning Module 1: Movies

**LM 1: All About You and How to Ace this Course**

The first week we will be learning more about how to use Blackboard help you throughout the semester.

Below you will see the titles to each activity. That could be items necessary. Read directions before beginning each individual activity.

**Movies**

Click on the title of this folder to see the links to movies of question available on the Digital Media youtube site on a Playlist for our course. Web Links along the Nav bar. There are a few links at other youtube sites.

*Make sure you have viewed movies required for this LM before beginning.*

**Using LifeMap Presentation and Assignment**

Attached Files: [NewUsingLifeMap.pdf](#) (2.781 MB)

Click the file link above to download/save a pdf file needed to complete this Learning Module. You'll be referring to this presentation all semester. You can actually complete any task early if you wish, though you must access LifeMap through [Atlas](#), it is NOT available within Blackboard.

**LM 1 LifeMap Assignment Task**  
In Valencia's LifeMap (not accessible through Blackboard - but through the Career Interest Inventory and Career Skills Profiler)

*Grading of the LifeMap Assignment will not happen until LM 2. If you yourself getting behind just catch up. Tasks are related to specific assignments and still earn credit. Feel free to contact me if you have any questions.*

**LM 1 Assessment: Course Introduction**

Availability: Item is no longer available. It was last available on Dec 15, 2015. After you've reviewed this Learning Module's resources answer the test as long as you submit by the due date or the final submission date.

It is suggested that you view the questions, noting any you need to review. **Save and Submit.**

**Discussion Topic 1: About Me**

For each Learning Module you will also be asked to participate in a discussion. Read as many of your fellow classmates' posts as you can. You must post at least once but at least once is required for credit. Your grade is determined by the number of posts you make. **SHOW FOR THE COURSE**

Click on the Movie link folder

You'll be taken to the movies for this week. All are located in the Digital Media youtube site <http://www.youtube.com/ValenciaDigitalMedia> in a Playlist named our course title.

Each week the movies will be different

**Movies**

**Define Graphic Design**  
Duration: (5:04)  
Professionals define what the term "Graphic Design" means to them.  
[Watch Video](#)

**Difference in school and the real world**  
Duration: (8:31)  
Learn what professionals feel is different about attending school and working in the real world.  
[Watch Video](#)

**Importance in Fine Art Skills**  
Duration: (6:52)  
Find out how important fine art skills are to professionals  
[Watch Video](#)

**What is Digital Media?**  
Duration: (1:13)  
Rob McCaffrey, Program Chair of Digital Media presents an entertaining review of the offerings of this program.  
[Watch Video](#)

# Learning Module 1: Using LifeMap Presentation for Tasks

**LM 1: All About You and How to Ace this Course**

The first week we will be learning more about how to use Blackboard help you throughout the semester.

Below you will see the titles to each activity. That could be items such as necessary. Read directions before beginning each individual activity.

**Movies**

Click on the title of this folder to see the links to movies of question available on the Digital Media youtube site on a Playlist for our course Web Links along the Nav bar. There are a few links at other youtube sites.

*Make sure you have viewed movies required for this LM before beginning.*

**Using LifeMap Presentation and Assignment**

Attached Files: [NewUsingLifeMap.pdf](#) (2.781 MB)

Click the file link above to download/save a pdf file needed to complete Learning Module. You'll be referring to this presentation all semester for visuals. You can actually complete any task early if you wish, though a deadline will be set.

*You must access LifeMap through Atlas, it is NOT available within Blackboard.*

**LM 1 LifeMap Assignment Task**  
In Valencia's LifeMap (not accessible through Blackboard - but through Career Interest Inventory and Career Skills Profiler)

*Grading of the LifeMap Assignment will not happen until LM 7 As you yourself getting behind just catch up. Tasks are related to specific assignment and still earn credit. Feel free to contact me if you have any questions.*

**LM 1 Assessment: Course Introduction**

Availability: Item is no longer available. It was last available on Dec 17, 2016. After you've reviewed this Learning Module's resources answer the questions as long as you submit by the due date or the final submission date.

It is suggested that you view the questions, noting any you need to do. Save and Submit.

**Discussion Topic 1: About Me**

For each Learning Module you will also be asked to participate in a discussion. Read them and include the questions. Read as many of your fellow classmates' posts once but at least once is required for credit. Your grade is determined by the number of posts you make. **SHOW FOR THE COURSE**

Click on Using LifeMap. Depending on the computer platform and your settings as well as the browser you are using a few different things could happen. You might get a dialogue box prompting you to either Open the pdf file with Adobe Reader or Save to Disk - similar to when you selected earlier pdf files. Or when you click on it the download might begin automatically.

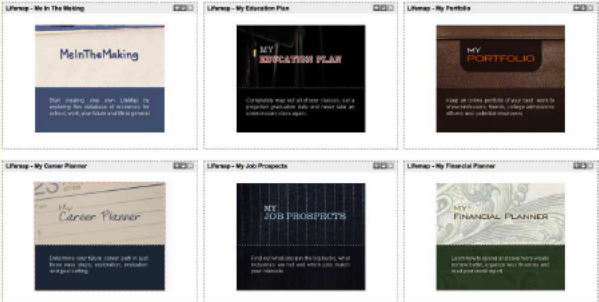
It is strongly suggested that you save your presentations and pdf files to your desktop or external disk so that you can review later or when taking an assessment you can have the file open for reference though you can always save your answers and return to the assessment if prior to the deadline.

Read through the Assignment description and view the presentation to help you with this Assignment

## Using LifeMap for GRA 1413 Assignment

During this course you will be asked to complete/save tasks using Valencia's LifeMap. By the end of the semester you will be submitting all these as an assignment for a grade.

This presentation is designed for you to refer to throughout the semester as you are completing the tasks so review it entirely then return to each task for the details.



At times LifeMap updates their site so some visuals may change. It's all the same stuff so just take that into consideration.

**Note: To access LifeMap itself you MUST go through Atlas. You can not access LifeMap through Blackboard**

# Learning Module 1: Assessment

**LM 1: All About You and How to Ace this Course**  
The first week we will be learning more about how to use Black help you throughout the semester.  
Below you will see the titles to each activity. That could be item necessary. Read directions before beginning each individual ac

**Movies**  
Click on the title of this folder to see the links to movies of q available on the Digital Media youtube site on a Playlist for our Web Links along the Nav bar. There are a few links at other you  
*Make sure you have viewed movies required for this LM be*

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Attached Files: [NewUsingLifeMap.pdf](#) (2.781 MB)  
Click the file link above to download/save a pdf file needed to Learning Module. You'll be referring to this presentation all ser visuals. You can actually complete any task early if you wish, th  
*You must access LifeMap through Atlas, it is NOT available*  
**LM 1 LifeMap Assignment Task**  
In Valencia's LifeMap (not accessible through Blackboard - but Career Interest Inventory Career Skills Profiler  
*Grading of the LifeMap Assignment will not happen until L yourself getting behind just catch up. Tasks are related to assignment and still earn credit. Feel free to contact me if )*

**LM 1 Assessment: Course Introduction**  
Availability: Item is no longer available. It was last available on C After you've reviewed this Learning Module's resources answer test as long as you submit by the due date or the final submiss  
It is suggested that you view the questions, noting any you nee Save and Submit.

**Discussion Topic 1: About Me**  
For each Learning Module you will also be asked to participate them and include the questions. Read as many of your fellow c once but at least once is required for credit. Your grade is dete **SHOW FOR THE COURSE**

Click on LM 1 Assessment: Course Introduction. You will be taken to the assessment link. At times you will have Assignments instead of Assessments in LMs. You could also access all your Assessments or Assignments from their respective links in the Navigation Bar - no difference.

- Getting Started
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  - Student Resources
  - Technical Support
  - File Library

**Assessments**

- LM 1 Assessment: Course Introduction**  
This assessment involved questions derived from material provided in Learning Module 1 resources. It is designed to help me - and you - determine if you are successfully prepared for this
- LM 2 Assessment: Personality, Interest and Skills**  
This assessment involves questions derived from the Myers-Briggs Personality Indicator test and other material provided for you in Learning Module 2 resources.
- LM 3 Assessment: Career and Education Goals**  
This assessment involved questions derived from material provided in Learning Module 3 resources that will help with plan your career and educational goals.
- LM 4 Assessment: Resources, Internship and Job Finding**  
This assessment involved questions derived from material provided in Learning Module 4 which helps you learn about career and job finding resources
- LM 5 Assessment: Networking and Research**  
This assessment involved questions derived from material provided in Learning Module 5 resources which help you understand the value and benefits of correct networking and how to res you are prepared for those perfect job opportunities.
- LM 6 Assessment: Portfolio and Self-Promo**  
This assessment involves questions derived from material provided in Learning Module 6 resources which help you know how to start developing your portfolio and see some great exampl work and self-promos.



# Taking an Assessment

When you click on an assessment, either from the LM or directly from the Assessment link in the Nav bar you'll be taken to this page (example shows LM 2 Assessment)

**Begin: LM 2 Assessment: Personality, Interest and Skills**

Cancel Begin

**1. Instructions**  
Click **Begin** to begin: LM 2 Assessment: Personality, Interest and Skills. Click **Cancel** to go back.

**2. Submit**

Cancel Begin

Click **Begin** when you are ready. You have unlimited time to complete the assessment as long as you complete by the due date - or the late extension date with a 10% deduction.

**Take Test: LM 2 Assessment: Personality, Interest and Skills**

Description	Due date March 14, midnight Late extension with 10 pt deduction April 28 midnight. Assessment to review what you learned about personality types, what you know about industry expectations and how those align or not.
Instructions	View the test questions and answer as many as you feel comfortable answering. If you feel you need to review any material to help you answer the questions you aren't totally sure of just save the questions you have answered then exit the test without submitting for the final time. Then return to the test to finishing answering ALL the questions, then submit.
Timed Test	This Test has a 4 hour timer. The elapsed time appears in the status bar below these instructions. A 1 minute warning will be displayed.
Multiple Attempts	Not allowed. This Test can only be taken once.
Force Completion	This Test can be saved and resumed later.

Test/Survey Status Elapsed Time: 13 seconds

Save All Answers Close Window Save and Submit

**Question 1** 5 points Save Answer

Match the personality type group with the category description (use the 16personalities.pdf file to help you answer this)

<input type="text" value="ESTP, ISTP, ESFP, ISFP"/>	A. Artisans
<input type="text" value="ESTJ, ISTJ, ESFJ, ISFJ"/>	B. Guardians
<input type="text" value="ENFJ, INFJ, ENFP, INFP"/>	C. Idealists
<input type="text" value="ENTJ, INTJ, ENTP, INTP"/>	D. Rationals

**Question 2** 5 points Save Answer

According to your LM 2 Description your instructor feels if you aren't in the Artisan personality type category you shouldn't even consider being a designer.

True  
 False

**Question 3** 5 points Save Answer

In LM 2 Description your instructor mentions that her personality type results showed she was the 4 letter combination of

**Question 4** 5 points Save Answer

The online survey *The Truth About What the Industry Expects from Graduates* was created to...?

a. increase enrollment in the graphics program  
 b. ask industry for salary ranges  
 c. help us better prepare our students for an entry level position in the graphic design industry

Read the instructions and answer any questions you feel comfortable with and save those individual answers. You can then leave the assessment at any time to check resources. You will receive the prompt below - probably twice but you will be able to return to the assessment and complete AS LONG AS YOU DO SO BEFORE THE FINAL EXTENSION LATE DEADLINE. If you do not return to the assessment and click SAVE AND SUBMIT, only the individual answers you have saved will show up.

The page at <http://learn.valenciacc.edu> says:

You have not submitted the test. Please return to the test and select 'Save and Submit'

OK

# Learning Module 1: Discussion Topic

There is a discussion topic for each Learning Module and it is a grade requirement that you participate. Follow the directions below to input your posting. It's a little complicated with a number of steps so make sure you have this on hand as reference the first time you post. Once it has been submitted and your instructor has had time to read and grade you'll see your score in your My Grades link. Make sure you answer complete and within the due date - in the schedule or calendar.

**LM 1: All About You and How to Ace this Course**  
 The first week we will be learning more about how to use B help you throughout the semester.  
 Below you will see the titles to each activity. That could be necessary. Read directions before beginning each individual

**Movies**  
 Click on the title of this folder to see the links to movies available on the Digital Media youtube site on a Playlist for Web Links along the Nav bar. There are a few links at other  
 Make sure you have viewed movies required for this LM

**Using LifeMap Presentation and Assignment**  
 Attached Files: [NewUsingLifeMap.pdf](#) (2.781 MB)  
 Click the file link above to download/save a pdf file needed Learning Module. You'll be referring to this presentation all visuals. You can actually complete any task early if you wish  
 You must access LifeMap through [Atlas](#), it is NOT available  
 LM 1 LifeMap Assignment Task  
 In Valencia's LifeMap (not accessible through Blackboard - Career Interest Inventory Career Skills Profiler  
 Grading of the LifeMap Assignment will not happen until yourself getting behind just catch up. Tasks are related assignment and still earn credit. Feel free to contact me

**LM 1 Assessment: Course Introduction**  
 Availability: Item is no longer available. It was last available After you've reviewed this Learning Module's resources and test as long as you submit by the due date or the final submission  
 It is suggested that you view the questions, noting any you Save and Submit.

**Discussion Topic 1: About Me**  
 For each Learning Module you will also be asked to participate them and include the questions. Read as many of your fellow once but at least once is required for credit. Your grade is **SHOW FOR THE COURSE**

1. Click on the Discussion Topic Link within the LM - or you can access all Discussions from the Nav bar.

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  - Assignments
  - Class Resumés
- Resources
  - Messages
  - My Grades
  - Web Links
  - Student Resources
  - Technical Support
  - File Library

2. Click on the title of the Discussion Topic for the specific LM you want.

**Discussion Board**  
 Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Forum	Description	Total Posts	Unread Posts	Total Participants
<a href="#">Topic 1: About Me</a>	Click on this topic to follow a thread to questions related to LM 1	1	1	1
<a href="#">Topic 2: What It Takes in a Creative Career</a>	Click on this topic to follow a thread to questions related to LM 2	1	1	1
<a href="#">Topic 3: Planning Ahead</a>	Click on this topic to follow a thread to questions related to LM 3	1	1	1
<a href="#">Topic 4: That Perfect Job and Internship</a>	Click on this topic to follow a thread to questions related to LM 4	1	1	1
<a href="#">Topic 5: It's Not What You Know...</a>	Click on this topic to follow a thread to questions related to LM 5	1	1	1
<a href="#">Topic 6: Show and Tell</a>	Click on this topic to follow a thread to questions related to LM 6	1	1	1
<a href="#">Topic 7: Rate Your Classmate's Resumé</a>	Click on this topic to follow a thread to questions related to LM 7	1	1	1
<a href="#">Topic 8: What I Learned and Where I'm Going</a>	Click on this topic to follow a thread to questions related to LM 8	1	1	1
<a href="#">Blog</a>	Post general comments or questions that will be public to the entire class. Use this discussion link for topics not included in your graded Discussion Topics forums. This will not be graded	0	0	0

Displaying 1 to 8 of 8 items | [Show All](#) | [Edit Paging...](#)

A Blog is provided in the Discussion Board for posting of general questions/comments that are public. They are not graded.

3. You will be taken to a window with a Thread titled "Questions for Topic ..."

**Forum: Topic 1: About Me**  
 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](#)

Date	Thread	Author	Status	Unread Posts	Total Posts
11/30/10 10:01 PM	<a href="#">Questions for Topic 1</a>	Barbara Peterson	Published	1	1

Displaying 1 to 1 of 1 items | [Edit Paging...](#)

# Learning Module 1: Discussion Topic continued

Once Replies have been posted you will be able to see instructor or classmates postings in the thread. This is from a previous semester.

**Thread Detail**

The Thread Detail Page provides a complete view of the Thread and its contents. Options for viewing and managing the thread are located here. [More Help](#)

Search Refresh

Questions for Topic 1 Reply

Total Posts: 21 Unread Posts: 0

Message Actions Collect

Select: All None

[-] Questions for Topic 1	Anonymous	5/20/11 12:17 PM
[-] RE: Questions for Topic 1	Katherine Rivera Agosto	2/15/11 8:19 AM
[-] RE: Questions for Topic 1	Barbara Peterson	2/15/11 9:41 AM
[-] RE: Questions for Topic 1	Katherine Rivera Agosto	2/25/11 11:12 PM
[-] RE: Questions for Topic 1	Barbara Peterson	2/26/11 2:23 PM

Select: All None

Message Actions Collect

Questions for Topic 1 Reply Quote Edit Set Flag Delete

Author: Anonymous Total views: 64 (Your views: 32)

Posted Date: Wednesday, February 2, 2011 5:35:21 PM EST

Edited Date: Friday, May 20, 2011 12:17:54 PM EDT

Answer the following questions by clicking **Quote** so that the questions will be included in your reply.

Due June 14 midnight, late extension June 17 midnight with a 10 % deduction.

1. Tell us a little about yourself that you feel comfortable sharing. What makes you unique? What are your passions?
2. What is your degree? Or are you getting a technical certificate or taking this course for personal interest or job skills upgrading?
3. What day/time do you plan to regularly log on to Blackboard to participate in this course/ Add that to your schedule as your "class time" so you don't forget you are taking an online class. Lucky for you it can actually change - unlike your on campus classes!

20 pt Extra Credit: attach a jpg photo of yourself and earn extra credit. Keep it small, approx 2" tall, 72 dpi is enough and make sure we can see your face. To attach, position the cursor at the bottom of your message, then just click the icon that's second from the left on the bottom row above the message (when you position your cursor it will say Attach Image). You'll have a chance to browse your computer and find the file.

Questions for Topic 1 Reply Quote Edit Set Flag Delete

OK

4. In the next window the questions for that LM discussion will appear. It's important that you Click **QUOTE**, not Reply so that the questions will be copied. You can then just answer each question by just typing your answer after them. A tip to make it easier to read is to change your answers to bold or a color.

Click Quote

To add an Attachment that will show within you posting position your cursor at the end of your message click here. The browse to locate your file.

You can also add and attachment here however someone would have to download the file to view

**Reply to Post**

Answer questions or contribute to a discussion using Reply at the Thread level or at the message level. Users replying to a Thread will create a child message below the Thread. Users replying to a child message will create a child of that message and so on. [More Help](#)

★ Indicates a required field.

Cancel Save Draft Submit

1. Message

★ Subject: RE: Questions for Topic 1

Message

Normal 3 Arial

Author: Barbara Peterson

Date: Wednesday, February 2, 2011 5:35:21 PM EST

Subject: Questions for Topic 1

1. Tell us a little about yourself that you feel comfortable sharing. What makes you unique? What are your passions? I am a former graphic designer turned instructor. I retired as Program Chair for Graphics at Valencia a few years ago and now teach this online course only. I think learning is my passion and what makes me a bit unique. I love anything creative and challenging.
2. What is your degree? Or are you getting a technical certificate or taking this course for personal interest or job skills upgrading? I have a Bachelor's degree in Illustrating from [FSU](#) and a Masters of Art Education from [UCF](#). But I never stop learning as I mentioned above. I think mastering Spanish is my next goals.
3. Although this course is totally online and exactly the same regardless of the section you registered for (there are numerous sections) share with us which Valencia campus you normally take classes that are on campus. When I was on campus I mostly taught on East and West campuses but if I was taking courses I'd plan to be flexible so that I could take courses wherever they were offered.
4. What day/time do you plan to regularly log on to Blackboard to participate in this course/ Add that to your schedule as your "class time" so you don't forget you are taking an online class. Lucky for you it can actually change - unlike your on campus classes! I'll be online just about every day, multiple times. But if I didn't have my own computer I'd plan to take advantage of Valencia's multiple open labs.

Path: body > blockquote > div.vtbeopenated

2. Attachments

Attach File Browse My Computer

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

5. In this example I answered the questions about me. Make sure you read my postings and your fellow classmates postings, too. If you are one of the first to post, go back and look at theirs, too. Feel free to reply, especially if you see someone you know or that is taking classes on your campus.

When complete click Submit

# Submitting an Assignment

You will be submitting 2 assignments. Directions are in those individual Learning Modules and below is an example of how to submit.

As with the Assessments you can access the Assignment link from the specific LM or directly from the Nav bar link

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  - Assignments
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  - Messages
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  - Web Links
  - Student Resources
  - Technical Support
  - File Library

**Assignments**

- LM 7: Résumé Assignment Drop Box**  
Attach your resumé file that you created per the directions in the assignment.
- LM 8: Using LifeMap Assignment Drop Box**  
Attached Files: [UsingLifeMap.pdf.zip](#) (2.545 MB)  
Attach the pdf file that was generated when you followed directions as described in the LifeMap Presentation and Learning Module. You do not need to publish this file.

**Upload Assignment: LM 7: Résumé Assignment Drop Box**

Cancel Save as Draft Submit

**1. Assignment Information**

Name: LM 7: Résumé Assignment Drop Box

Instructions: After you have view the presentation and examples you should compose your resumé. DO NOT BEGIN PREPARING AND TYPING UNTIL YOU HAVE VIEWED ALL, ESPECIALLY THE PRESENTATION.

You may use any software of your choice, with the exception of a bitmapped program such as Photoshop, to produce this document as long as you can type and format text and save as a PDF, DOC or DOCX file format only. Programs such as Adobe Illustrator or InDesign or QuarkXpress are ideal though not required. Word is acceptable though you won't have as much creative freedom. DO NOT SAVE AS AN RTF OR TXT FILE AS ALL FORMATTING WILL BE LOST.

Type your resumé on a standard letter size document – 8.5" X 11" with margins of approximately .5" all around. A tip is to prepare a masthead with your personal information so that you can use this as a letterhead. Then when you write a cover letter some day you can use the same design and they will become companion pieces.

1. Title the file YourLastNameResume
2. Click the LM 7: Résumé Assignment Drop Box to submit
3. Click Browse My Computer to find your resumé file on your computer or external drive and add the attachment.
4. Add a comment if you like then Click Submit

Due Date

Points Possible 100

**2. Assignment Materials**

Submission

Text Editor is: ON

Attach File

Comments

**3. Submit**

Click Save as Draft to save changes and continue working later. Click Submit or Save and Exit to finish. Click Cancel to quit without saving changes.

Cancel Save as Draft Submit

Click on the Assignment Drop Box link and the window illustrated below will open

Read the Instructions.

Next, click the BROWSE MY COMPUTER button. Locate your assignment file and attach it. Make sure you can see that the file is attached.


If you would like to add comments do so, though it is not mandatory.

















Then click Submit

# Class Resumés

This link will appear empty until Resumé Assignments have been submitted and your instructor adds to this link in the Navigation Bar. In order to complete the related Discussion Topic you will need to go and review fellow classmates resumés and comment on them. No need to even start that Discussion Topic until there are a minimum of other than yourself. Don't get these confused with examples I've provided from previous semesters in the File Library.

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 **Class Resumés**

	<a href="#">OpalchenskiResume.pdf</a> 
	<a href="#">DillonResume.pdf</a> 
	<a href="#">georgannaresume.pdf</a> 
	<a href="#">WongResume.pdf</a> 
	<a href="#">SedovaResume.doc</a> 
	<a href="#">Warner RESUME.pdf</a> 
	<a href="#">ResumeLairt.pdf</a> 
	<a href="#">Shea, Tyler resume.pdf</a> 

This example from a previous semester show how resumees will appear once they were submitted and posted by the instructor. Other students can not see your resumé when you upload through the Assignment Drop Box.

# Utilizing Resources - Sending Email Messages

In the Resources link of the Nav bar are a variety of items you'll be using this semester. On the next few pages you'll what they are and how to utilize them.

- Getting Started
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  - LM 5
  - LM 6
  - LM 7
  - LM 8
- Activities
  - Discussions
  - Assessments
  - Assignments
  - Class Resumés
- Resources
  - Messages
  - My Grades
  - Web Links
  - Student Resources
  - Technical Support
  - File Library

1. Click on the Messages link to email fellow classmates in this section - or your instructor. Check your Inbox for messages sent to you. Click Create Message if you want to send one.

**Messages**

Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

[Create Message](#) [Create Folder](#)

	Folder	Unread	Total
	<a href="#">Inbox</a>	0	0
	<a href="#">Sent</a>	0	0

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

2. Click **To:**

3. Once the course has started you'll see all your classmates in the listing - right now this example only has your instructor. Once the semester starts you'll see your classmates, too.

4. Select the individual you want to send the email. Type your message. Add an attachment if you need to. Then click Submit.

**Compose Message**

Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

\* Indicates a required field. Cancel Submit

**1. Recipients**

**To**

Select Recipients: To line

Barbara Peterson  
Barbara Peterson (Instructor)

Recipients

Invert Selection Select All Invert Selection Select All

**Cc**

**Bcc**

**2. Compose Message**

**Subject** Your Subject Here

**Body**

Your message here

Path: [body](#)

**3. Attachment**

Upload Attachment  [Browse...](#)

**4. Submit**

Cancel Submit

# Utilizing Resources - My Grades

In the Resources link check your grades from the My Grades link. As your grades are recorded, either automatically as in the assessment or when graded by your instructor you'll see them appear on this link. Your Weighted Total gives you your average as of that date. At the bottom will be your final.

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- Assessments
- Assignments
- Class Resumés
- Resources**
- Messages
- My Grades
- Web Links
- Student Resources
- Technical Support
- File Library



Item Name	Details	Last Student Activity	Last Instructor Activity	Grade	Points Possible	Comments
Weighted Total	<a href="#">Details</a>			88.46%	81.54	
Total	<a href="#">Details</a>			21.09%	1,100	
Topic 1: About Me	<a href="#">Details</a>	Dec 6, 2010 2:47 PM	Dec 6, 2010 2:47 PM	<u>20.00</u>	20	
Topic 2: What It Takes in a Creative Career	<a href="#">Details</a>	Dec 6, 2010 2:50 PM	Dec 6, 2010 2:50 PM	<u>20.00</u>	20	
Topic 3: Planning Ahead	<a href="#">Details</a>			-	20	
Topic 4: That Perfect Job and Internship	<a href="#">Details</a>			-	20	
Topic 5: It's Not What You Know...	<a href="#">Details</a>			-	20	
Topic 6: Show and Tell	<a href="#">Details</a>			-	20	
Topic 7: Rate Your Classmate's Resumé	<a href="#">Details</a>	Dec 6, 2010 1:29 PM	Dec 6, 2010 1:29 PM	<u>20.00</u>	20	
Topic 8: What I Learned and Where I'm Going	<a href="#">Details</a>			-	20	
LM 1 Assess: Course Intro	<a href="#">Details</a>	Nov 30, 2010 7:57 PM	Dec 6, 2010 2:48 PM	<u>80.00</u>	100	
LM 2 Assessment: Personality, Interest and Skills	<a href="#">Details</a>	Mar 14, 2011	Jan 23, 2011 4:58 PM	<u>90.00</u>	100	
LM 3 Assessment: Career and Education Goals	<a href="#">Details</a>			-	100	
LM 4 Assessment: Resources, Internship and Job Finding	<a href="#">Details</a>			-	100	
LM 5 Assessment: Networking and Research	<a href="#">Details</a>			-	100	
LM 6 Assessment: Portfolio and Self-Promo	<a href="#">Details</a>			-	100	
LM 7: Resumé Assignment Drop Box	<a href="#">Details</a>			=	100	
LM 8: Using LifeMap Assignment	<a href="#">Details</a>	Apr 25, 2011		=	140	
XCredit	<a href="#">Details</a>	Dec 6, 2010 1:31 PM	Dec 6, 2010 3:04 PM	-	0	
Final %	<a href="#">Details</a>			90.91%	81.54	
LM 1 Assess: Course Intro(1)	<a href="#">Details</a>	Jan 19, 2011 3:09 PM			100	

Example from a previous semester.

# Utilizing Resources - Web Links

The Web Links link has some great resources to help you within this course and beyond. They are organized into folders for easy access.

- Getting Started
  - Start Here
  - Announcements
  - Calendar
  - Syllabus
  - News Feed
- Learning Modules
  - LM 1
  - LM 2
  - LM 3
  - LM 4
  - LM 5
  - LM 6
  - LM 7
  - LM 8
- Activities
  - Discussions
  - Assessments
  - Assignments
  - Class Resumés
- Resources
  - Messages
  - My Grades
  - Web Links
  - Student Resources
  - Technical Support
  - File Library

Once you click on a folder you'll see the individual listings within it.

**Web Links**

- Professional Organizations**  
Links to some of the more popular professional organizations for designer
- Program and Club Links**  
Links for Valencia design programs and clubs
- Portfolios, Self-Promo, Websites and Demo reels**  
Some great resources of student and professional work, how to create digi
- Movie Links**  
Links to the required movies for this course

**Professional Organizations**

- AIGA National**  
National chapter of American Institute of Graphic Artist – great for graphic designer, interactive designer, advertising people, marketing, copywriters, etc.
- AIGA Orlando Chapter**  
Local chapter of AIGA – American Institute of Graphics Arts. Excellent way for students, graphic designer, interactive designer, advertising people, marketing, copywriters, etc.
- Orlando Advertising Federation**  
Local organization for designer, advertisers, marketing, sales, copywriters, writers, etc
- AD2**  
A subset of the Orlando Ad Fed for the younger set 18 – 32 years
- Digital Media Alliance of Florida**  
Great organization for professionals or students interested in digital media.
- Adobe Developers of Greater Orlando**  
From their website: Adogo, short for Adobe Developers of Greater Orlando is an Adobe usergroup focused around Adobe developers. Our focus will be entirely on the prog expecting much if anything visual.
- Orlando Post Professionals**  
From their website: Welcome Orlando Post Professionals! Welcome to Central Florida's home for film and video post production professionals. We are an informal organizat community and building our craft. Our meetings are open to anyone in the production or post field. Meetings are scheduled on a quarterly basis and usually held at Adrena Orlando area. The topics will be of special interest to Avid and Final Cut users, but we cover a wide range of subjects, so there's always something to learn. Meeting notices added to the mailing list. As always, we welcome any suggestions to improve the meetings, our organization or this website.
- Avid User Groups**  
Media Professionals of Florida, Inc. is a not-for-profit corporation registered in the year 2000 within the State of Florida. MPFI provides its members opportunities for profe recognition and vendor support.
- Florida Macintosh Users Group**  
Local group of Macintosh user



# Utilizing Resources - Student Resources

The Blackboard Learn link is very useful, especially for students that have never taken an online course. Lots of FAQ, tutorials, etc.

<b>Getting Started</b>
Start Here
Announcements
Calendar
Syllabus
News Feed
<b>Learning Modules</b>
LM 1
LM 2
LM 3
LM 4
LM 5
LM 6
LM 7
LM 8
<b>Activities</b>
Discussions
Assessments
Assignments
Class Resumés
<b>Resources</b>
Messages
My Grades
Web Links
Student Resources
Technical Support
File Library



DEV - bpeterson - test course Blackboard Learn

The content below is outside of the Blackboard Learn environment.

VALENCIA

Quick Links Search Atlas LOGIN

FUTURE STUDENTS CURRENT STUDENTS FACULTY & STAFF VISITORS & FRIENDS

Home Faculty & Staff OIT LTAD Student Resources

OIT Accounts Connectivity Hardware & Software Support Security Valencia Online

### Valencia Online - Student Resources

Am I ready for Online?  
What are the technical requirements?  
How do I get help?  
CLICK HERE!

Valencia strives to provide high quality learning options for busy students needing a flexible schedule to meet their academic goals. Valencia Online provides an opportunity for students to explore other opportunities for learning that extend beyond a physical classroom.

**Am I ready for Online?** - What does an online course look like? Am I ready for Online Learning?

**Getting Started Online** - Valencia Online 101 - How to Login - Going to Class - System Requirements

**Academic Integrity** - What is expected of you as an online student

**Tutorials** - Here you can find several tutorials to help you along the way in your online courses

**Getting Help** - How can I get technical help? What are computer labs on campus? What other resources are out there?

Remember that assistance is only a click away. Your instructors are here to help you become a successful learner. We also offer a variety of technical assistance through our Online Help Desk.

Valencia students have several ways of getting assistance with courses that use the WebCT/Blackboard online course development tool. For technical assistance with your course, contact the helpdesk by:

**Related Links**

- [FAQ - Valencia Answers](#)
- [Enterprise Application Services](#)
- [Learning Technology & Alternative Delivery \(LTAD\)](#)
- [Network & Infrastructure Services](#)
- [Technology Support Services](#)
- [Web & Portal Services](#)

# Utilizing Resources - Technical Support

The Technical Support link is what you utilize if you have technical question or encounter problems. You can put in a "ticket" question or participate in a live chat 24/7.

<b>Getting Started</b>
Start Here
Announcements
Calendar
Syllabus
News Feed
<b>Learning Modules</b>
LM 1
LM 2
LM 3
LM 4
LM 5
LM 6
LM 7
LM 8
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Discussions
Assessments
Assignments
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The screenshot shows the Valencia College Online Support Center website. At the top, the Valencia College logo is displayed in a large, white, serif font against a black background. Below the logo is a navigation bar with links for Home, Valencia College, and Online Support Center. A search bar is located on the left side of the page. The main content area is titled "Valencia College Online Support Center" and includes a welcome message, a search prompt, and a link to "Important Login Information". Below this, there are two buttons: "Submit a Ticket" and "Live Chat". At the bottom, there are two sections: "Most Popular Topics" and "Most Recent Topics", each with a list of links to various support resources.

**Valencia College**

Valencia College Online Support Center

Welcome to our Online Support Center! Here you can browse helpful guides and material and contact the support team directly - 24 hours a day, 7 days a week!

Click on **Blackboard** on the left to browse by topic, or enter some keywords in the search field.

**Important Login Information:**  
[Prior to contacting the Blackboard Support Center for a Blackboard login issue, please click here to reset your password with our Self-Help tool](#)

You may chat live with a support team member, submit a ticket with your issue or concern, or call 24/7 at: **407.582.5600**.

**Submit a Ticket**  
Submit a trouble ticket to our service representatives. You can track the status of your ticket in My Support.

**Live Chat**  
Chat with a service representative live over the web.

**Most Popular Topics**

- [Valencia College Registration Information](#)
- [Valencia College's Academic Calendar- 2011/2012](#)
- [Campus Main Number](#)
- [Blackboard 9.1 - Known/Resolved Issues: Online Teaching / Learning Solutions: Blackboard Learn 9.1](#)
- [Blackboard 9.1 - Release 9.1 from CE 8: Understanding the Changes \(Full Version\)](#)

**Most Recent Topics**

- [I got locked out of a quiz before I could finish it. What should I do?](#)
- [Valencia College Registration Information](#)
- [Blackboard 9.1 - Visual Editor: Missing some buttons, third row not available, unable to embed files](#)
- [Blackboard 9.1 - Visual Editor: How do I insert files and multimedia within the text box? What file types are supported?](#)
- [Blackboard 9.1 - SafeAssignments: Submit Paper: How do I upload a paper using SafeAssignment?](#)

# Utilizing Resources - File Library

The File Library link is just a quick resource where you'll find all the files for this course. All are available within the individual Learning Modules. This just makes an easy link where you'll find everything at once.

- Getting Started**
- Start Here
- Announcements
- Calendar
- Syllabus
- News Feed
- Learning Modules**
- LM 1
- LM 2
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- LM 5
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- LM 7
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- Assignments
- Class Resumés
- Resources**
- Messages
- My Grades
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- Student Resources
- Technical Support
- File Library



**File Library** ▾

**Presentations & Tutorials** ▾  
Enabled: Statistics Tracking

**Articles** ▾ ← Click on a folder to view the contents - example shown below  
Enabled: Statistics Tracking

**Resumé Examples from previous semesters** ▾

**Files** ▾  
Enabled: Statistics Tracking

**Movie Notes** ▾

**Articles** ▾

**Negativity.pdf** ▾

**WhatIndustryExpects.pdf** ▾

**16personalities.pdf** ▾

**AtoZ.pdf** ▾

**Networking.pdf** ▾

**Gettingstarted.pdf** ▾

**InterviewTips.pdf** ▾

**Writing.pdf** ▾

## **Tips for Success in this On-line Course**

Students that have not previously taken an on-line course, or that are new to the college environment, sometimes find it more difficult to be successful. Below are some tips gained from feedback of students in previous sections and my observation.

Accepting personal responsibility for your success in this course is the key.

### **Log on to Blackboard on a regular basis and participate.**

You'd be surprised how many times I've heard the excuse, "I forgot I was taking an on-line course." It is recommended that you log on daily, if possible but at minimum make a schedule - like you would for a course on campus. Discussions are posted almost daily. You get to know your fellow classmates by reading their discussions. Also, your instructor might have sent you an email or posted an Announcement. You can only access those by logging on unless you have forwarded it. I can't read your Atlas email on Blackboard mail or vice-versa.

### **Print your Syllabus and Schedule, and if possible other important files.**

The only way I can provide the information about the course to you is for you to log on and read the information. Make it as easy as possible for yourself. At minimum print the Syllabus and Schedule. A handy calendar was provided in the pdf Syllabus/Schedule sent to you and there is a Calendar on Blackboard with every due date listed, too.

### **READ, READ, READ**

One of the biggest's problems with incorrectly completing assignments or assessment is that students have not read the Learning Module directions carefully. Take the time to read carefully.

### **Make time for this course**

It's only a one credit hour course but considering that the College expects you to spend 3 hours doing homework for every credit hour and that you don't have to even come to campus for the one credit hour, spending a minimum of 4 hours a week on this course should not be considered too much.

### **Start early**

Read and do all requirements early on. Then, if you encounter technical problems you have time to solve them. Don't wait until just before a due date to find out you don't understand something or it isn't working. Go back and check the beginning of this presentation for suggestions for contacting BlackboardHelp and you can always email me if you've allowed time.

### **Communicate**

Still don't understand what to do? Contact the instructor for non-technical questions about course requirements. Though Blackboard mail is preferred, I also check Atlas email often. Or even better yet, post a non-personal question in the Discussion Blog so everyone can see my response.

## **Now Go For It!**