# Student Quick Start Guide

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6.1  Getting Support
Part 1: Requesting Enrollment and Accessing the Course
Accepting a Course Invitation and Accessing the Course

1. When you receive an email from the instructor(s), click the link to confirm and register.

Email Invitation

Hello,

I would like to invite you to participate as a Student in my course Introductory Oceanography which I’ll be teaching using CourseSites by Blackboard. I’ve provided a brief description below for more information.

Course Description:
Students will learn about the principles and practices of marine geology and physical oceanography plate tectonics and sea-floor spreading; oceanic volcanism and earthquakes the study of man’s use and misuse of the ocean and human needs vs. ecological limits.

To confirm your participation, please register using the following link. Once you create an account, you will be enrolled automatically and can begin.

• **Click to confirm and register**

If you have any questions about the course, please contact me via email at none@none.com. Please visit the CourseSites Help page to contact support with any technical questions.

*Note:* Invitation links can only be used once. Please be sure to write down your username and password once you create your account in the remaining steps.
2. Click 'I Need an Account' if you DO NOT already have an account on CourseSites (see 3a below.) Click 'I Have an Account' to enroll with an account you already have with CourseSites (see 3b below.)

**Invitation To Participate**

You have been invited to participate in this course. To enroll, please choose one of the options below:

- **I Have a CourseSites Account**
  Use this option if you *already have* a CourseSites account. You will be asked to enter your login credentials, and then will be enrolled into the course.

- **I Need a CourseSites Account**
  Use this option if you *do not have* a CourseSites account. You will be asked to register, and then will be enrolled into the course.

**Guest Login**

Preview this course using a guest account.
3a. If you have already registered for CourseSites, enter your credentials and click Login.

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

**USERNAME:**

**PASSWORD:**

**Forgot Your Password?**

**OR Sign in with**

**Don't have an account?**

Create a New Instructor Account •

**Need Help?**

Contact Support

*Note:* The home page of the course will appear and you can begin learning.
3b. If you have not registered, register with credentials from Facebook, Twitter, Microsoft Live, Yahoo or Gmail or enter your new account information.

Note: You can enable login with a social media or web service after creating a regular account within your Personal Information.
4. Review and agree to the Terms of Use, complete the CAPTCHA field, and then click Save and Continue.

5. A welcome message that will allow you to share the news on social media sites or click the Go to Course button to be taken into your course.
6. You will receive an confirmation email which will include your username, along with a link to retrieve your Forgotten Password.

Welcome to CourseSites by Blackboard, a free, fully hosted and supported online course management system and vibrant teaching community! We are pleased to provide you with Blackboard's latest technology at no cost to support your educational needs and our mission of 'Everyone Educated'.

Below are some helpful resources and reminders to help you get started and ensure your continued success. Be sure to contact your instructor as well for any course-related questions.

**Account Information:**
- Username: 
- Password: For security reasons, passwords are not sent via email. Please use the forgotten password link below to reset your password or refer to the Quick-Start guide how to change after login: [Forgot Password](#)

**Training and Usage Resources:**
- [Student Quick Start Guide (PDF)](#)
- Please also visit the Getting Started with CourseSites self-paced available to you within your My Courses module after login.
7. Training and Usage Resources provides you with a link to the Quick Start Student Guide and instructions on how to access the self-paced Student Orientation course.

Note: The confirmation email also includes important Support information and links.
Requesting Enrollment from the Instructor Home Page

Follow the steps below to request enrollment.

1. Open a compatible browser, enter the URL (web address) of your instructor’s home page in the address bar, and select the corresponding "go" arrow or button.

*Note*: If you are not aware of your instructor's home page address, you can try to find them by using the Students link at the bottom of https://www.coursesites.com.
2. Locate and click the desired course you want to enroll in.
3. Click Request enrollment to send an enrollment request.
Course Enrollment Request

4. Write your email address and full name and then click Submit.

5. The enrollment request will be sent to the instructor(s).

Confirmation

Your request to enroll in the course has been sent to the instructor(s). You will receive an approval email when your request is accepted.
Accessing 'Student Orientation: Your Path to Success' course

CourseSites by Blackboard provides students a chance to orient themselves to the CourseSites learning environment as well as gain the necessary skills to learn well in an online. The 'Student Orientation' course will introduce you to the essentials tools required to communicate with classmates and instructor(s); access course materials; take test; submit assignments; and check your grades.

1. From the My CourseSites tab, click Student Orientation: Your Path to Success link to access the self-paced course.
2. On the course landing page (Introduction), review the course introduction and objectives.

Note: We recommend completing the course in order that it is listed, but feel free to jump from area to area.
Part 2: Managing Your Personal Information and Account Settings
1. On the My CourseSites tab, within the Instructor Tools menu, click Personal Information.

*Note:* The Personal Information area of CourseSites enables users to edit Profile Information, manage Account Settings, change their Password, enable Blackboard Connect (SMS notifications), add Single Sign-on options, and manage Privacy Settings.
2. Click on Profile Information, then enter and/or edit your Personal information.

Profile Information

* Indicates a required field.

Edit Personal Information

- **First Name**: Cathy
- **Last Name**: Chu
- **Educational Level**: Not Disclosed
- **Gender**: Not Disclosed
- **Birthdate**: Enter dates as mm/dd/yyyy
- **Student ID**: 76576576576
3. Enter and/or update your Contact Info. Optionally enable Blackboard Connect (SMS notifications).

**Note**: Blackboard Connect provides Instructors with the ability to send and Students with the ability to receive messages via SMS (text) from the courses in which they are enrolled. Enabling Connect requires a valid cell phone number be entered (US & Canada only) in the Mobile Number field above.
4. Enter and/or update your Institution Information, then click Submit to save any changes.

**Note:** As you begin typing the name of your Institution or K-12 District, a drop-down list will appear from which you should select the institution or district to which you are affiliated. If your institution or district does not appear on the list, you can type it in. Please use full names and not acronyms.
Managing Account Settings

1. On the My CourseSites tab, within the Instructor Tools menu, click Personal Information.

**Note:** The Personal Information area of CourseSites enables users to edit Profile Information, manage Account Settings, change their Password, enable Blackboard Connect (SMS notifications), add Single Sign-on options, and manage Privacy Settings.

2. Click on Account Settings to access its area.
3. Using the ON/OFF button enable or disable the Text Editor.

Note: If the Text Editor is OFF, basic options for entering text will appear. When using Safari 2.0, the Text Editor will only include actions that the browser supports.

4. Using the ON/OFF button enable or disable Page Instructions.

Note: This will show or hide instructions on pages within the course environment for you only.
5. Select preferred Language Pack from the menu and click Submit to save any changes.

**Note**: Once the Language Pack choice is submitted, the system and course environments will display in the language of choice, with the exception of courses where Instructors may be enforcing another Language Pack at the course level.
Changing Your Password

1. On the My CourseSites tab, within the Instructor Tools menu, click Personal Information.

Note: The Personal Information area of CourseSites enables users to edit Profile Information, manage Account Settings, change their Password, enable Blackboard Connect (SMS notifications), add Single Sign-on options, and manage Privacy Settings.

2. Click Password to access its area.
3. Enter your existing password.

**Note:** If you are signing in using the one of the Social Sign-on services, such as Facebook, Twitter, Windows Live, Yahoo or Gmail, this will not change the password associated with any of those accounts. Please contact Support (888-383-7003) to provide you with a CourseSites password if you signed up using credentials from these web services.

4. Enter your new password and once again to verify. Next, click Submit to save your changes.

**Note:** A strong password includes more than 6 characters, and should include one numerical character (0-9) and one capital letter (A-Z). Passwords are case sensitive.
Managing Social Settings

Control personal social settings within your CourseSites account.

1. On the My CourseSites tab, within the Instructor Tools menu, click Personal Information.

2. Click Social Settings to access its area.
3. Using the ON/OFF button enable or disable your Instructor Home Page.

Enable Instructor Home Page

Instructor Home Page

[ON/OFF]

https://cchu.coursesites-stage.com

Edit My Home Page

4. Click on the picture icon to upload, update, hide or delete your Avatar.

Edit Avatar

Note: Your personal avatar is displayed to users in the Blogs, Journals, and within Notifications Modules (including What's New and To Do). The image file needs to be web compatible (.jpg, .gif, or .png) and the recommended size is 50 x 50 pixels. If uploading or updating your picture, there is no need to click Submit on this page again once you see the updated picture.
5. Optionally, add a Social Single Sign-on option.

Social Single Sign On

(+ Add new social networks
Associate your account with one or more of the web service options below to enable single sign-on (A new window will open once a choice is selected.)

Instructors Only: After establishing a connection here, edit your Instructor Home Page to enable links to related social network pages. Available networks are noted with an asterisk below. Disabling a single sign-on option will remove the connection and icon from the Instructor Home Page.

- Facebook*
- Twitter*
- Windows Live*
- Yahoo
- Google
- LinkedIn*
- Behind the Blackboard

**Note:** Enabling a Social Single Sign-on option will allow you to login to CourseSites using the corresponding icon of the service(s) which you've associated with your account (see Step 5a below). No information is shared between CourseSites and the web service. When selecting a Social Single Sign-on option, a new window will open. Enter your credentials for the selected web service and submit. You DO NOT need to click Submit on the CourseSites page.

5a. Upon your next login, use the associated Social Single Sign-on options on the login screen.
6. Optionally, add Affiliations and then click Submit to save any changes.

**Edit Affiliations**

Affiliations are displayed to users in your Instructor Home Page. Add affiliations to inform others more about your current and past experiences.

**Current Affiliations**

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York University</td>
<td>Education</td>
<td>02/07/2012</td>
<td>02/19/2013</td>
<td>Please provide a brief description your affiliation.</td>
</tr>
<tr>
<td>Blackboard, Inc.</td>
<td>Professional</td>
<td>02/07/2012</td>
<td>02/07/2012</td>
<td>Please provide a brief description your affiliation.</td>
</tr>
</tbody>
</table>

**1** (+) Add a New Affiliation

**Name**

**Type**

- Professional
- Education
- Employment
- Organization Membership

**Start Date**

02/13/2012

Enter dates as mm/dd/yyyy

**End Date**

02/13/2012

Enter dates as mm/dd/yyyy

**Description**

Please provide a brief description your affiliation.

Note: Affiliations are displayed to users in your Instructor Home Page.
Managing Privacy Settings

Privacy Settings are mainly for students to manage their own preferences. No matter what students select on these settings, Instructors will always have access to student information. It is good to familiarize yourself with these options and make students aware depending on the needs of your educational environment.

1. On the My CourseSites tab, within the Instructor Tools menu, click Personal Information.

2. Click Privacy Settings to access its area.
3. Optionally, select the course(s) in which you'd like to hide your name from other students on the Roster.

Note: Instructors will always be able to see student information.

4. Optionally, display further information about yourself to other students on the course Roster.

Note: These settings do not control how your personal information is used or displayed in any systems or tools that are integrated with this system. Review the personal information options or privacy statements for those systems or tools.
5. Optionally, select the course(s) in which you’d like to block other students from sending you email.

![Email Permissions]

- Do not allow students to email me.
-ASTRONOMY 101
  (Astronomy101.PracticeCourse)
- CourseSites Instructor Community
  (CS.InstructorCommunity)

**Note:** Instructors will always have the option to send email to student users.

6. Click Submit to save changes before navigating away from this area.
Part 3: Navigating Your Course
Getting to Know CourseSites

My CourseSites Tab

After logging into CourseSites, you will "land" on the My CourseSites tab. On that tab, as well as on the Resources tab, you can access tools and information contained within modules, as shown in the image above. Some modules can be personalized, such as the My Courses module, to help put the most important information at your fingertips. The icons within the title bar of the modules, when displayed, allow you to modify the modules themselves.
In the title bar of some modules, there are one or more icons that can be used to change the appearance of the module. Clicking an icon will allow you to edit the module as indicated in the table above. There will be times when no icons are displayed which mean that module cannot be modified.
Exploring the Course Environment

Once you have entered a CourseSites course, you will always see a list of buttons or links down the left hand side of the screen. This is known as the Course Menu. Use these buttons or text links to access and view various areas of the course. Each Course Menu may vary slightly depending on how it was set up by your instructors. As such, your courses may look a bit different from each other and have different sets of tools available.

Instructors customarily will group related items together under a particular navigation link. For example, the syllabus, course policies and schedule might be found in a section called Course Overview. Handouts, assignments, and lecture notes might be found under a link titled Lesson One, Chapter Materials, or Course Documents. Within these areas, students will typically find the assigned learning materials in the form of text, graphics, and files.

Content pictured in following Topic 4 through Topic 8 provided courtesy of Prentice Hall/Pearson Education - Introductory Oceanography - Edition 9 (2001)

Upon entering a course, you will see something similar to the screenshot above. Notice that even within a course, the top tab area will remain. We refer to the tabs in that area as the universal navigation since they stay with you no matter where you are in CourseSites. To the left will always be your Course Menu and to the right will always be where the course content and tool areas will be displayed. When you click on a menu item on the left, the area to right changes. We will explore the Course Menu and content window in the next few topics.
The table above displays a set of icons that can be used to change the Course Menu. You can find this set of icons on top of the Course Menu.
The table above displays different types of Course Menu designs and organization. Remember, the Course Menu may vary between your courses, but they will function similarly. The differences in the Course Menu are similar to the differences you might see in the set-up of the classrooms within your school's building or campus.
This picture above shows the student view of a course within CourseSites. When any user clicks on a link or button found in the Course Menu, such as Course Information or Chapter Materials as pictured above, a variety of content types may be displayed in the content frame, depending on what has been provided by the instructor. For example, there can be text and graphics, links to files, links to web sites, and even folders, which contain more content. The next few topics provide detailed explanations and pictures of the types of content you may encounter in your course.
A Content Item in CourseSites can contain one or a combination of many elements such as text, graphics, audio or video, and links to files. You've encountered a number of Content Items so far in this course, such as the Introduction to each section. Another example is displayed above comprising a variety of elements. Instructors commonly use Content Items to share information such as course lessons, instructions, and class policies or procedures.
Folders in CourseSites work in much the same way they do in other computer applications and even like paper file folders. CourseSites folders are containers that hold information or more folders. Just like a physical file folder, you must open the folder first to view the items within. You open a folder in CourseSites by clicking on its title. You will see the breadcrumb trail lengthen with the folder name once inside. This trail of links can be used to step back as necessary. An example of folders is displayed in the image above.

Links to Other Web Sites

Within your course, you may encounter links to web sites that are external to CourseSites. There are two ways in which links can be established: (1) as an Item itself where the title becomes an active link and (2) as text linked within a Content Item.

In general, web links are typically displayed in blue, underlined text. Links can open inside the content frame or they can open in a new window. Your instructor will set this function when the link is added to the course. Examples of both types are displayed below.
a. Web Link as an Item Itself

Volcano World

This site, which bills itself as “The Web's Premier Source of Volcano Info,” gives a wealth of information (and images) about volcanoes from around the world. For the latest information on active volcanoes, click on "Current Eruptions."

The USGS Earthquakes and Plate Tectonics Information Center

This site includes a general discussion of plate tectonics and offers a serious research tool for current information on seismic activity around the world. It includes a link to Current Earthquake information which is updated daily to track the constant activity around the globe.

b. Web Link Embedded in Text Within a Content Item

The Voyages of Captain James Cook

The Beginning of Ocean Science

The Voyages of Captain James Cook

To help maintain their marine superiority, the English navy undertook major voyages with scientific objectives. Captain James Cook, between 1768 and 1779, undertook voyages and made the first accurate maps of many regions in the oceans. Invention, the marine chronometer. This chronometer, invented by John Harrison, was the first time-piece capable of accurate time aboard a ship at sea, a necessity for accurately determining...
Course Sites can also have shortcuts added by the instructor which lead to other areas of the course. These are referred to as Course Links. As opposed to the web links we just reviewed, Course Links are *internal* links that provide shortcuts to different areas within a course. For example, a common use for Course Links is to take students from one area of the course to the Discussion Board to participate in a discussion.
There may be times when the topics you are teaching require review in a more sequential order. For instance, when you are teaching a process such as the steps to solve an equation, the scientific method, or the elements of fiction. To reinforce this, instructors may make use of a Learning Module, which automatically sets a structured path for progressing through the content. As opposed to scrolling down to see the information, users would proceed through a sequence of screens using the Table of Contents or the forward and back arrows to move from one page to the next.
Task-based navigation helps instructors to streamline their workflows. This feature allows you to jump from destination to destination, between courses you are enrolled in. This tool will make teaching and learning simpler and easier. This tool requires that the same destination is located in each course (i.e Discussion board in course one and a discussion board in course two). If the destination doesn't exist, the user will land on the other course Homepage. You can only jump between courses you are enrolled in.

Click to and select a course to navigate to.
Navigating Your Course

To navigate between course areas, click on the desired link in the Course Menu. As pictured here, to get to the Chapter Materials area, you would click on the Chapter Materials link on the Course Menu.
Navigate Using the Course Map

Another way to move between course areas is by using the Course Map. To view a Course Map:

- Click the double rectangle icon in the tool bar of the Course Menu to open it in a separate window.
- Click the folder icon to display all the content in a tree.
- Use the plus and minus icons next to each folder to expand and collapse the tree.
- Click the desired folder or item to view and the page will display within the browser window below the Course Map window.

Navigate within a Content Area -- Breadcrumb Trail

Use the internal navigation to move between documents and folders. This path of links is often referred to as a "breadcrumb trail, or just "breadcrumbs". Due to the dynamic nature of many of the pages within the course, we strongly recommend that you use the breadcrumb links instead of the browser's Back and Forward buttons.

Breadcrumbs, like these shown here, will appear at the top of each content area within a course.
Clicking on a link will take you to that area of the course. For example, the home icon will take you to the entry page of the course. Selecting the name of a content area (Chapter 3) will take you to the top level of that content area. Ellipses (....) indicate additional levels and they will fully display when you click them.

Navigate within a Content Area -- Opening Files

**Chapter Slide Presentation**

Attached Files:  
- Chapter Slide Presentation [Web format] (412.641 KB)  
- Chapter Slide Presentation [MS PowerPoint] (155.5 KB)

Note on file formats: This presentation is attached in both the original PowerPoint format and a Web format. To view the original [MS PowerPoint] you will need either Microsoft PowerPoint or the PowerPoint Viewer. You can download the latter from the Plug-ins, Players, and Viewers folder in the Course Resources area. To view the [Web format] of the presentation you only need your browser.

Your instructors may upload files to CourseSites for you to view or download. These files appear within the content highlighted in a blue text. For example, the link to open a chapter presentation may appear as "Chapter Slide Presentation." As pictured above, you would click on the link to open, print or save the file.

After clicking on the link, users may be prompted to either open or save the file. You can choose to open the file if the item is to be reviewed right away. Users can choose to save the file to your computer desktop or another local drive should they need to refer to the item at a later point. If you are unable to view a file, remember that they may need to download the plug-in to your computer first so the file will open and can be viewed in your Internet browser.

Navigate within a Content Area -- Accessing Folders

**1.3 - Twentieth Century Oceanography**

Advances in technology have aided scientists in their efforts to learn more about our oceans. In this section, we will investigate some of the scientific and technological advances in ocean research being used by scientists today.

Course materials and information can be organized using folders. Just as you can organize files on your computer in folders or put documents in folders within a file cabinet, your instructor can organize content using folders in certain areas. Instructors may even create folders within folders should the course contain quite a lot of material.
To access information contained within folders, users should click on the folder title, such as the one pictured above. Don't forget to use the breadcrumb trail to keep track of where you are in the course!
Navigating between Courses

1. Enter a desired course.

![My Courses]

Courses where you are: Student
Astronomy 101
Introductory Astronomy
Introductory Oceanography
Student Orientation: Your Path to Success

2. Using the Course Menu click on a Content Area. For the purposes of this tutorial the Discussions content area will be selected.
3. Let's say you have finished viewing the Discussion Board for the Introductory Astronomy course and would like to view the Discussion Board in another one of your course.

4. Click on the contextual menu beside the Home icon and select the course you now want to view the discussion board of.
5. The Discussion Board of the course you selected (Introductory Oceanography) will appear.

*Note*: When navigating between courses within Content Areas (i.e. Chapter Materials above), you may land on the home page of the course if the Content Area names do not match.
Part 4: Communicating with Others
Sending Course Email(s)

The Send Email tool allows you to send email messages to your classmates and instructor(s) with valid email addresses from within CourseSites.

1. On the My CourseSites tab, within the Student Tools menu, click Send Email.
2. Select the course from which you want to send the email.

**Courses participating in:**
- Astronomy 101 (Astronomy101.PracticeCourse)
- Introductory Astronomy (CS.Practice.Course)
- Introductory Oceanography (NGCSTraining_IntroOceanography_Master)
- Student Orientation: Your Path to Success (CSTraining.StudentOrientation.01272012)

**Organizations participating in:** None

*Note:* For the purposes of this tutorial I will be selecting the Introductory Astronomy course.
2a. Optionally, enter the course first then select Tools from the course menu and then click on Send Email.
3. Select the type of recipients of your email.

Note: For the purposes of this tutorial I have selected Select Users. See the table below on the multiple email options.

<table>
<thead>
<tr>
<th>Email Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Users</td>
<td>Sends email to all users in the course.</td>
</tr>
<tr>
<td>All Groups</td>
<td>Send email to all of the groups in the course.</td>
</tr>
<tr>
<td>All Student Users</td>
<td>Sends email to all the students in the course.</td>
</tr>
<tr>
<td>All Teaching Assistant Users</td>
<td>Sends email to all of the Teaching Assistants in the course.</td>
</tr>
<tr>
<td>All Instructors Users</td>
<td>Send email to all of the Instructors in the course.</td>
</tr>
<tr>
<td>Select Users</td>
<td>Sends email to a single user or selected users in the course.</td>
</tr>
<tr>
<td>Select Groups</td>
<td>Send email to a single group or selected groups in the course.</td>
</tr>
</tbody>
</table>
4. On the Select Users page, select the desired recipient(s) in the Available to Select area and then click the right arrow to move their names into the Selected area.

5. Enter a Subject and Message.

**Note:** A copy of the email message will be sent to you automatically.
6. Click Submit to send.

2. Submit
Creating a Discussion Board Thread

*Online discussions provide you with the opportunity to "think before you speak, or click in this case! You have time to reflect on what you want to say before you enter your response in the system. You also are able to view the responses and perspectives of all your classmates, which sometimes cannot happen face-to-face due to time constraints.*

1. **On the Course Menu select Tools, and then click Discussion Board.**

![Diagram of Course Menu and Tools]

**Note:** Your instructor may have set up a direct Discussion link on your course menu, as seen on the course menu above.
2. On the Discussion Board page, click the name of the Forum in which you expect to participate.

<table>
<thead>
<tr>
<th>Forum</th>
<th>Description</th>
<th>Total Posts</th>
<th>Unread Posts</th>
<th>Total Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1: Astronomy Overview</td>
<td>What did you think of the Chat session to get you ready for what is ahead? Your candid thoughts are appreciated.</td>
<td>6</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Unit 2: Astrophotography/Imaging</td>
<td>You will be graded on your discussion and critique of the equipment you used and your description of your photo experiment. You may post as many times as you like. You are not required to post your photos at this time, but do hang on to them. We will browse through them at some point and I will give you instructions for uploading at that time. This post is worth 10 points.</td>
<td>17</td>
<td>15</td>
<td>8</td>
</tr>
<tr>
<td>Pluto Controversy</td>
<td>Choose a side and defend it. You must cite a credible resource. This post is worth 10 points.</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
</tbody>
</table>

**Note:** Typically, instructors will place the questions for you to answer in the Description area to the right of the Forum title. Review this first prior to entering the Forum.
3. On the Forum page, click Create Thread.

<table>
<thead>
<tr>
<th>Date</th>
<th>Thread</th>
<th>Author</th>
<th>Status</th>
<th>Unread Posts</th>
<th>Total Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/8/11 6:51 PM</td>
<td>Interesting Clip</td>
<td>Cathy Chu</td>
<td>Published</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>3/23/10 9:40 PM</td>
<td>I hope to learn a lot</td>
<td>Mei Woag</td>
<td>Published</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>3/22/10 1:09 PM</td>
<td>I am worried about photo section</td>
<td>Sandra Scott</td>
<td>Published</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>3/21/10 11:53 AM</td>
<td>Bit overwhelmed?</td>
<td>Porter Durand</td>
<td>Published</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
4. On the Create Thread page, enter a Subject and your reply in the Message area.

5. Optionally, attach a file to your thread.
6. Click Submit to create the thread.

3. Submit

Note: Double check that your reply has been posted!
Replying to a Discussion Board Thread

1. On the Course Menu select Tools, and then click Discussion Board.

*Note:* Your instructor may have set up a direct Discussion link on your course menu, as seen on the course menu above.
2. On the Discussion Board page, click on the name of the Forum.

Note: As a reminder of the focus of the Forum, review the Description to the right of the Forum title prior to entering.
3. On the Forum page, click the name of the Thread to which you’d like to respond and/or review.

Forum: Unit 1: Astronomy Overview

- **Thread Actions**
  - **Collect**

<table>
<thead>
<tr>
<th>Date</th>
<th>Thread</th>
<th>Author</th>
<th>Status</th>
<th>Unread Posts</th>
<th>Total Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/11 6:51 PM</td>
<td>Interesting Clip</td>
<td>Cathy Chu</td>
<td>Published</td>
<td>0</td>
<td>1</td>
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<tr>
<td>3/23/10 9:40 PM</td>
<td>I hope to learn a lot</td>
<td>Mei Woang</td>
<td>Published</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3/22/10 1:09 PM</td>
<td>I am worried about photo section</td>
<td>Sandra Scott</td>
<td>Published</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3/21/10 11:53 AM</td>
<td>Bit overwhelmed?</td>
<td>Porter Durand</td>
<td>Published</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
4. On the Thread Detail page, click a post title's to review and then click Reply in the lower panel to reply to that particular individual.

**Note:** Optionally, click Quote to include the post's text as a part of your reply.
5. On the Reply to Post page, edit the Subject, if needed and then enter your reply in the Message area.

6. Optionally, attach a file to your thread.
7. Click Submit to post the reply.

3. Submit

8. The response link will appear underneath the original post to which you replied.
Creating a Blog Entry

A Blog is your personal online journal. Each blog entry you make can include any combination of text, images, links, and multimedia.

1. On the Course Menu select Tools, and then click on Blogs.

Note: Your instructor may have set up a direct Blogs link on your course menu, as seen on the course menu above. This is an alternate access point for the Blogs tool.
2. On the Blogs listing page, select the name of the Blog to open.
3. On the Blog topic page, click Create Blog Entry.

Instructions

Each of you needs to follow a story in the news about what is going on in the world of astronomy. No limitations. Find something that interests you, delve in, and contribute weekly for the next five weeks. Feel free to add to your Blog more often and do comment on stories that interest you. Include the links to the stories for those of us who want to read more! Perhaps a story will spark an interest in someone and it can be used as a topic for one of the presentations this semester.

This is a graded assignment worth 100 points. Click Create Blog Entry on the Action Bar to begin. Do add comments to your colleagues’ entries.
4. On the Create Blog Entry page, enter a Title and Entry Message.

**Create Blog Entry**

※ Indicates a required field.

**1. Blog Entry Information**

※ Title

**Entry Message**

Los Alamos National Laboratory scientists and an international research team have announced discovery of molecular oxygen ions (O2⁺) in the upper-most atmosphere of Dione, one of the 62 known moons orbiting the ringed planet. The research appeared recently in Geophysical Research Letters and was made possible via instruments aboard NASA’s Cassini spacecraft, which was launched in 1997.

*Note:* Use spell check before submitting your Blog post.

**5. Optionally, attach files to your entry.**
6. Click Post Entry to submit for the class to view.

3. Submit

[Buttons: Cancel, Save Entry as Draft, Post Entry]
7. Your new entry should appear at the top of the Blog topic page.

Astronomy Top Stories

Instructions

Each of you needs to follow a story in the news about what is going on in the world of astronomy. No limitations. Find something that interests you, delve in, and contribute weekly for the next five weeks. Feel free to add to your Blog more often and do comment on stories that interest you. Include the links to the stories for those of us who want to read more! Perhaps a story will spark an interest in someone and it can be used as a topic for one of the presentations this semester.

This is a graded assignment worth 100 points. Click Create Blog Entry on the Action Bar to begin. Do add comments to your colleagues’ entries.

Monday, March 5, 2012

Oxygen Detected in Atmosphere of Saturn’s Moon Dione: Discovery Could Mean Ingredients for Life Are Abundant On Icy Space Bodies

Posted by Tony Brown at Monday, March 5, 2012 12:17:05 PM EST

Los Alamos National Laboratory scientists and an international research team have announced discovery of molecular oxygen ions (O₂⁺) in the upper-most atmosphere of Dione, one of the 62 known moons orbiting the ringed planet. The research appeared recently in Geophysical Research Letters and was made possible via instruments aboard NASA’s Cassini spacecraft, which was launched in 1997.
Commenting on Blog Entries

1. On the Course Menu, select Tools, and then click Blogs.

*Note*: Your instructor may have set up a direct Blogs link on your course menu, as seen on the course menu above.
2. On the Blogs page, click the name of the Blog to open.
3. On the Blog topic page, select a classmate's Blog to view in the side panel under View Entries by.
4. Click Comment to add your reactions and insights for the selected post.
5. Enter your comment in the Comment field, and then click Add.

Instructions

Each of you needs to follow a story in the news about what is going on in the world of astronomy. No limitations. Find something that interests you, delve in, and contribute weekly for the next five weeks. Feel free to add to your Blog more often and do comment on stories that interest you. Include the links to the stories for those of us who want to read more! Perhaps a story will spark an interest in someone and it can be used as a topic for one of the presentations this semester.

This is a graded assignment worth 100 points. Click Create Blog Entry on the Action Bar to begin. Do add comments to your colleagues’ entries.

Tuesday, March 23, 2010

Powerful New Technique to Measure Asteroids

Posted by Ashby Cooper at Tuesday, March 23, 2010 6:03:01 PM EDT

OK, I know I am the a bit dark, but I picked this subject because I am certain we, as in Earthlings, will be destroyed in a planet-splitting asteroid strike! Aren’t I fun. Some worry about the next big earthquake or a flood. Nope, an asteroid is taking me out and I know it. So, I was drawn to my news article immediately.

http://www.astronomynow.com/050211asteroid.html

First paragraph: "A team of French and Italian astronomers have devised a new method for measuring the size and shape of asteroids that are too small or too far away for traditional techniques, increasing the number of asteroids that can be measured by a factor of several hundred."

Of course, this info is being used to determine the size distribution of potentially hazardous asteroids. I may not sleep tonight. But, this is a story I will have no problem checking out further.

Comment: Until the 1990's, astronomers could determine the size of an asteroid in only three ways. In the first method, they use telescopes to determine the asteroid's distance from the sun, the amount of sunlight it reflects, and the amount of heat it gives off. The amount of sunlight or heat reaching the Earth depends on the size of the
6. The comment will appear underneath the selected entry and other comments if desired.

---

**Powerful New Technique to Measure Asteroids**

*Posted by Ashby Cooper at Tuesday, March 23, 2010 6:03:01 PM EDT*

OK, I know I am the a bit dark, but I picked this subject because I am certain we, as in Earthlings, will be destroyed in a planet-splitting asteroid strike! Aren't I fun. Some worry about the next big earthquake or a flood. Nope, an asteroid is taking me out and I know it. So, I was drawn to my news article immediately.

http://www.astronomynow.com/090211asteroid.html

First paragraph: "A team of French and Italian astronomers have devised a new method for measuring the size and shape of asteroids that are too small or too far away for traditional techniques, increasing the number of asteroids that can be measured by a factor of several hundred."

Of course, this info is being used to determine the size distribution of potentially hazardous asteroids. I may not sleep tonight. But, this is a story I will have no problem checking out further.

---

**Comments: 1**

**Tony Brown said...**

*Monday, March 12, 2012 10:30:35 AM EDT*

Until the 1990's, astronomers could determine the size of an asteroid in only three ways. In the first method, they use telescopes to determine the asteroid's distance from the sun, the amount of sunlight it reflects, and the amount of heat it gives off. The amount of sunlight or heat reaching the Earth depends on the size of the asteroid and its distance from the Sun.
Creating a Journal Entry

Journals are a personal space for you to communicate privately with your instructor. It also can be used as a self-reflective tool to post your opinions, ideas and concerns about your course, or discuss and analyze course related materials.

1. On your Course Menu select Tools, and then click on Journals.

Note: Your instructor may have set up a direct Journals link on your course menu, as seen on the course menu above.
2. On the Journal listing page, select the name of the Journal to open.
4. Enter the Title and Entry Message.

Create Journal Entry

* Indicated a required field.

1. Journal Entry Information

   * Title
     
     Space Exploration - Pros

   Entry Message

     "Most people do not know the tremendous advancement of environmentally friendly technical advancements and other technology advancements that are a direct offspring from the US Space Program. There have been thousands of technology spin-offs from the US Space Program that has improved national security, the economy, productivity lifestyles and more."

   Text Editor is: ON

Note: Use spell check your journal entry before posting your entry.

5. Optionally, attach files to your entry.

Entry Message

Text Editor is: ON

Attach File
6. Click Post Entry to submit your Journal entry.

7. Your new entry should appear at the top of the Journal topic page.
Commenting on Journal Entries

Journals customarily allow one-to-one communication between you and the instructor, but your instructor can enable a course Journal for group reflection. Below are instructions on how to comment on others’ course Journal entries.

1. On the Course Menu select Tools, and then click Journals.

Note: Your instructor may have set up a direct Journals link on your course menu, as seen on the course menu above.
2. On the Journals listing page, select a Journal to open.
3. On the Journal topic page, click Comment for the selected entry.
4. Enter a comment into the Comment field, and then click Add.
5. The Comment will appear underneath the selected journal entry.

Space Exploration - Pros

Posted by Tony Brown at Monday, March 5, 2012 12:00:35 PM EST

"Most people do not know the tremendous advancement of environmentally friendly technical advancements and other technology advancements; that are a direct offspring from the US Space Program. There have been thousands of technology spin-offs from the US Space Program that has improved national security, the economy, productivity lifestyles and more." -Problem Solving Techniques

 завод Comments: 1

Tony Brown said...

Monday, March 12, 2012 10:11:09 AM EDT

A con of space exploration is the money spent in the research. The money that is spent on space exploration can rather be spent to reduce poverty in the underdeveloped countries. The national wealth can rather be channelized towards the betterment of the downtrodden lot of the society.
Part 5: Assignments and Grades
Submitting Assignments

Assignments enable you to submit work directly to your instructor. Submissions can contain files of any type, or could just be text you enter in the screen. Be sure to review all of the assignment instructions and information before you complete and submit the assignment.

1. On the Course Menu, select the Content Area that contains the Assignment(s) you wish to submit.

Note: The name of the content area may differ, please ask your course instructor, if you are unsure.
2. Click on the name of the assignment to access the submission screen.
3. Review the assignment instruction and/or download any files provided by your instructor, if not already.

Upload Assignment: Planet Paper

1. Assignment Information

Name: Planet Paper

Instructions: Please write a 1500 word essay about a planet of your choice. Use an introspective approach on what we have learned about the planet and how we have used that knowledge to grow our understanding of the science of astronomy.

Please cite all sources and take a position by choosing whether or not the chosen planet has made a drastic impact on our understanding of astronomy. Return to the assignment and click the link above to attach your document. Use the file name “planet_last_name.doc”

This assignment is worth 100 points. Check the Calendar for due dates.

You are allowed two attempts for submitting this assignment in case you encounter any issues.

Due Date: December 23, 2011 11:59:00 PM EST

Points Possible: 100
4. If allowed by your instructor, use the Text Editor in the Assignment Materials area to enter your submission. Otherwise upload your assignment file using the Browse My Computer option.

2. Assignment Materials

My Planet Paper is attached.

Note: Multiple files can be attached should that be required. Type any comments you may have for your instructor into the Comments text box.
5. Click Submit.

3. Submit

Note: If you do not click Submit, it will not be received by your instructor. Use the Save as Draft button if you expect to return and submit your Assignment at a later date - hopefully before it's due!

6. A success message will appear, confirming your assignment submission.

Review Submission History

1. Assignment Information

Name: PlanetPaper

Instructions

Please write a 1500 word essay about a planet of your choice. Use an introspective approach on what we have learned about the planet and how we have used that knowledge to grow our understanding of the science of astronomy.

Please cite all sources and take a position by choosing whether or not the chosen planet has made a drastic impact on our understanding of astronomy. Return to the assignment and click the link above to attach your document. Use the file name “planet_last_name.doc”

This assignment is worth 100 points. Check the Calendar for due dates.

You are allowed two attempts for submitting this assignment in case you encounter any issues.
7. Review your Submission History.

2. **Review Submission History**

![Submission Details](image)

**Submission Materials**
- Submission Field:
- Please see the attached Word document for my paper.
- Student Comments:
- Attached Files: PlanetPaper-Brown, Tony.docx

**Instructor Feedback**
- Grade: Needs Grading

*Note*: You can follow the same steps noted above to check your grade once your instructor has reviewed and graded the assignment. Check the Instructor Feedback area as pictured above.
Taking Test and Quizzes

Instructors may expect you to complete quizzes, tests or surveys as part of your learning experience. You might find these in any Content Area, Learning Module, Lesson Plan and/or folder within your course. Be on the lookout and ask your instructor if you are unable to find any required assessments. Review the steps below to become familiar with how to access and complete a quiz, test or survey.

1. Select the Content Area where the assessment(s) you’d like to take is located, and then click on the title to begin.

Note: The name of Content Area(s) where your instructor has placed course assessments may differ than our picture. Please contact your instructor for the specific location of your course assessments.
2. Click Begin to take the assessment.
3. While taking the assessment, all answers will be saved automatically. Alternatively, you can click the Save Answer button beside each question.

**Note:** Some assessments are displayed with all questions on the same page. The example above is a test which displays questions one at a time. Use the single right arrow to move forward. It's important to save your answers when all questions are displayed at once.
4. Click Save and Submit once you have completed all questions within the assessment.

Question 3

Dark matter is unknown matter that may constitute as much as 75 percent of the matter of the universe.

- True
- False

Click Submit to complete this assessment.
5. After successfully submitting your assessment a receipt page will appear.

![Test Submitted: Unit 4 Quiz](image)

*Note:* You can print this receipt using your browser's print command to keep a copy of the page. If your instructor has allowed, you might also see your results and feedback. If not, please check with him or her on expected timing for results and feedback.
Accessing My Grades

There are two ways to access My Grades (1) from outside your course, and (2) from within your course.

1. On the My CourseSites tab, within the Student Tools menu, click My Grades.

2. On the My Courses/Organizations page, click the name of your course.
2a. On the Course Menu select Tools and then click on My Grades.
### My Grades

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Alignments</th>
<th>Due Date</th>
<th>Last Student Activity</th>
<th>Last Instructor Activity</th>
<th>Grade</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Powerpoint Feedback</td>
<td></td>
<td></td>
<td></td>
<td>Feb 29, 2012 1:22 PM</td>
<td>5.00/5</td>
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<tr>
<td>Chapter 1 Practice</td>
<td></td>
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<td>-250</td>
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<tr>
<td>Group Jupiter Blog</td>
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<td>Feb 29, 2012 8:30 AM</td>
<td>Feb 29, 2012 8:30 AM</td>
<td></td>
<td>100.00/100</td>
<td>Very good job Tony. Keep up the great work!</td>
</tr>
<tr>
<td>Test Bank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-0</td>
<td></td>
</tr>
<tr>
<td>Unit 1: Astronomy Overview</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-10</td>
<td></td>
</tr>
</tbody>
</table>
Part 6: Getting Support
Getting Support

1. Click Help on the top right to get support.

![CourseSites interface with Help button highlighted]

2. The support page will appear.

![Support interface with options to submit a ticket, chat live, phone support, or search knowledge base]

We Are Here To Support You!

CourseSites support is available to both students and instructors at the times listed below. If after hours, we suggest you submit a ticket (requires login) or call and leave a message. A support representative will contact you to discuss your question or issue.

Monday — Friday: 8:00 a.m. to 8:00 p.m. EDT
Saturday — Sunday: 9:00 a.m. to 5:00 p.m. EDT

Submit a Ticket
Chat Live
Phone Us
Search Knowledge Base

Have you already reviewed our FAQs? Also, be sure to check out the Resources link for additional information and training.

Note: You can click the buttons above to get help. Chat Live will allow you to chat with our support representatives during the business hours listed above. Also, you can submit a ticket (requires login) or call and leave a message if after hours. A support representative will contact you to discuss your question or issue. Frequently asked questions can be found in our FAQs link above. And you can Search Knowledge Base to review articles or acquire online support.
You can also access the **Resources** tab by clicking the **Resources** link above.