

Systems Navigation Information & Resources for Adjunct Professors at The University of Tampa

An Instructional Manual

Fall 2014



The University Of

T A M P A

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INTRODUCTION

Welcome to The University of Tampa Department of Education Faculty!

This instructional manual aims to help you make a smooth transition into working at The University of Tampa. It contains information relating to electronic systems navigation, and other valuable university resources. This manual includes a description of the electronic system's functions as well as step-by-step directions to access and use them. Instructional videos are available if you would like further guidance in figuring out how to navigate the systems.

THE UNIVERSITY
OF TAMPA

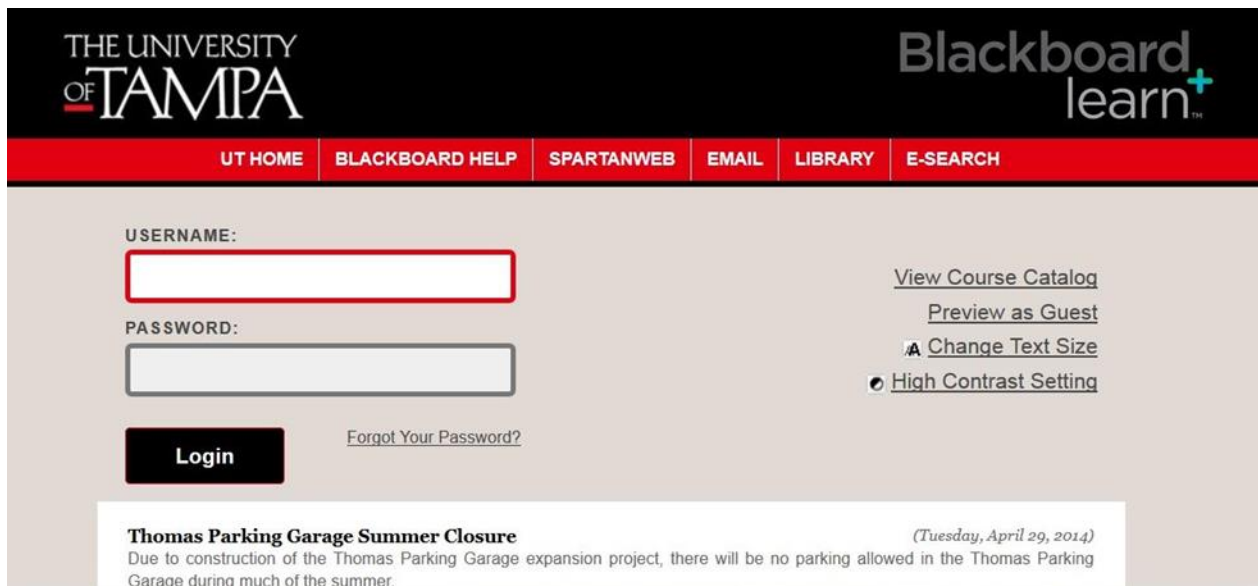
Blackboard

What is Blackboard?

Blackboard is a Web-based learning management system (LMS) that is designed to fully support online and traditional courses. Blackboard allows faculty to manage their courses and provides many types of resources, tools, and features for enriching the learning experience.

How Do I Use It?

Simply log in to <https://ut.blackboard.com/> and get started! All faculty will be provided with a username and password to access the web-based platform.



The screenshot shows the Blackboard login interface for The University of Tampa. At the top left is the university logo, and at the top right is the Blackboard Learn+ logo. A red navigation bar contains links for UT HOME, BLACKBOARD HELP, SPARTANWEB, EMAIL, LIBRARY, and E-SEARCH. The main login area features a USERNAME: label above a text input field, and a PASSWORD: label above another text input field. To the right of the password field are links for View Course Catalog, Preview as Guest, Change Text Size, and High Contrast Setting. Below the input fields is a black Login button and a link for Forgot Your Password?. At the bottom, a white box contains a notice about the Thomas Parking Garage Summer Closure, dated Tuesday, April 29, 2014.


How to Log In to Blackboard Learn

1. Type your **Username**.
2. Type your **Password**.
3. Click **Login**.

You are directed to your Blackboard homepage.

Once logged in, you will be able to view your homepage, My UT Blackboard. Your homepage shows which classes you are instructing, any announcements that you or the University have posted, as well as tools that you will be utilizing such as calendars, grades, and tasks.




Exploring your Blackboard Homepage





1. Global navigation and My UT Blackboard are available everywhere in Blackboard Learn. They present a personalized view of the learning environment. Click the arrow next to your name at the top of the screen to access:
 - o All your classes, as well as the Home and Help links. Users can change their personal settings, such as text size and personal information. The logout () function is nearby.
 - o On the left side of the panel, My Blackboard displays class communication, due dates, grades, and more. A number next to your name indicates how many new items are available.
2. **Tools:** View announcements and grades for all classes a user is enrolled in. Send email to students. View your class calendar dates and tasks added by you. Add private personal calendar events and tasks. Access and edit personal information.
3. **Modules:** Use links to view information and navigate to classes. These modules collect information from all the classes you are teaching, giving you a total picture of news and activity for your classes. The following list includes some of the modules you may find:
 - o **My Classes:** Displays links to class you are teaching.
 - o **My Announcements:** Displays announcements for classes and from the University of Tampa. Announcements communicate important, time-sensitive information.
 - o **My Tasks:** Displays tasks added by you. You can add personal tasks when accessing tasks from Tools.
 - o You can collapse individual windows and change the position of modules. To move a module, point to the title bar to access the four arrows, press and drag the module into its new location, and release.

How to Access the Global Navigation Menu

You access My Blackboard from the global navigation menu by clicking the arrow next to your name in the top right corner of any page.





My Blackboard Tools

<u>Tools</u>	<u>Description</u>
	Bb Home: Gives you an overview of the items that are due and recently graded. Bb Home displays the five most recent activities relevant to you.
	Calendar: Review everything you have due and be reminded of when you need to complete it.
	Posts: Displays the latest posts in the classes and organizations you are enrolled in as a teacher and follow.

	Updates: Review a list of notifications alerting you to important events and information.
	My Grades: View your grades for each assignment, test, or activity in all of your classes. Sort the grades by date or class.
	Home
	Help: Go to Behind the Blackboard for manuals, tutorials, and more.

My Blackboard Social Community

Identity and presence are an important part of participation in learning activities. With My Blackboard's social learning tools, you can create an online identity, find and connect with other users, and engage in group and peer collaboration.

<u>Tools</u>	<u>Description</u>
	Profile: Enables you to define your personal identity to share with those in the UT Blackboard network. This icon image is replaced when your avatar is updated.
	People: Find and interact with peers, students, and other professors.
	Messages: Message users outside of the class environment.
	Spaces: Work and communicate collaboratively with others in the UT Blackboard network.

Exploring the Tools Panel

The tools panel can be located on the left side of your homepage. This tools panel provides quick links to very useful tools in blackboard. These tools include:

- **Announcements:** Displays announcements you have posted for your classes you are teaching and from the University of Tampa. Announcements communicate important, time-sensitive information.
- **Calendar:** Displays events that you have added. You can also post private, personal events.
- **Tasks:** Keep track of work with tasks you have added for your classes. You can also add personal tasks.

- **My Grades:** Displays the status of gradable items such as tests, assignments, journal and blog entries, and discussion board posts. When you access your My Grades page from the Tools panel, you can see grades you have issued to students in your classes.
- **Send Email:** A list of all the classes you are enrolled in as a teacher appears. Send email messages to students' external email addresses.
- **User Directory:** Lists users within the UT Blackboard community. Users only appear if they indicate that they want to be included.
- **Address Book:** Store contact information in the address book. The address book is empty until you create contacts. You must create a profile for anyone you want to add to your address book even if the contact is a UT Blackboard user.
- **Personal Information:** Access and edit your personal information that appears to other UT Blackboard users. You can also change your password, set your privacy options, and personalize your settings.

Exploring My Courses

The My Courses tab contains a list of the classes you are enrolled in to teach. To access a specific course, simply click on the desired course you wish to be taken to.

Once you are in the desired course, you will be directed to the course homepage. Much like your My UT Blackboard homepage, your course modules will be displayed in the body of the screen.

The course menu is the panel located on the left side of the screen that contains links to all top-level course areas. Instructors can also provide links to individual tools, websites, course items, and module pages. Instructors control the content and tools available on the course menu. Instructors can customize the style of the course menu. They can change the color, add sub-headers and dividers, and choose buttons or text for the links. These customizations create variations in the look and organization of your courses. To do this, simply click on the customization link and quick step up guide on the bottom left of the screen. It will prompt you:

1. Set-up your course
2. Choose a course structure
3. Choose a course theme
4. Learn about using your course

Then select apply changes.

Navigating the Course Menu

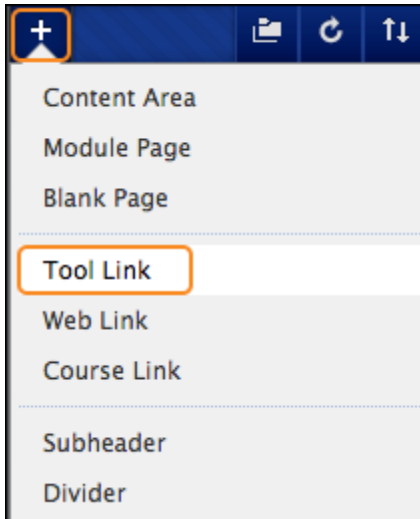
The course menu appears on the left side of your course window. It is the cornerstone for the organization and navigation of your course. You create links on the course menu to present tools and materials to users. You can customize its appearance and order the links.

The course menu appears in a list view, which displays only the top level of course materials. You can choose buttons or text for your links.

- **Announcements:** Displays announcements you have posted for your class. To create an announcement, click announcements in the course menu panel and click create announcement. Once you have created your announcement, there is an option at the bottom that allows you to immediately email the announcement to all course participants. All announcements that have been posted in the past seven days will appear on the course homepage.
- **Course Information:** Displays imperative information such as the course syllabus and textbook information. To create or upload a file to build this content, simply click the course information link and choose which type of file, assessment, tool, or content you would like to upload.
- **Course Documents:** Displays any documents you wish to include for the course such as additional readings or articles. To create or upload a file to build this content, simply click the course documents link and choose which type of file, assessment, tool, or content you would like to upload.
- **Assignments:** Displays assignments that you will require your students to complete. To create or upload a file to build this content, simply click the assignments link and choose which type of file, assessment, tool, or content you would like to upload.
- **External Links:** Displays any external links you would you class to access. To create or upload a link, simply click the external links link and choose which type of file, assessment, tool, or content you would like to upload as an external link.
- **Discussion Board:** Displays any discussion forums that have been used to communicate certain topics or to share messages amongst the class. To create a discussion forum, simply click discussion board, then create forum. Title the forum, set the settings, and submit.
- **Tools:** Allows access to an array of quicklinks. Some of which you may not use. The mostly widely used tools are the calendar, class roster, send email, contacts, and course messages.

How to Create a Link on the Course Menu

1. Change Edit Mode to ON and point to the plus sign above the course menu. The Add Menu Item drop-down list appears.
2. Select the type of content to create.



- 3.
4. Type a Name. Complete any other required text boxes, such as URL for Web Link.
5. Select the Available to Users check box to enable users to see the link on the course menu. You can create content ahead of time, make it unavailable, and then make it available at the appropriate time.
6. Click Submit. A link to the new content appears on the course menu.\

Reorder and Manage Course Menu Links

You can organize and rename the course menu links to make them easier for students to use.

1. Use the drag-and-drop function to reorder course menu links.
2. Access a link's contextual menu and click Rename to change its title. Click Hide Link to make it unavailable to students. Click Show Link to make it available to students. If you delete a content area, all content items within it are also permanently deleted. This action is final.

Navigating the Course Management Panel

The Course Management panel is located on the bottom left of the screen under the course menu. The course management panel allows the instructor to manage their course and course settings.

- **Content Collection:** Allows the instructor to manage the content within the course. You can store content for multiple courses you teach. You can share content across courses and with other users. Students may have access to store or share files.
- **Course Tools:** Allows the instructor to manage the course tools within the course.

- **Evaluation:** Allows the instructor to view course activity amongst users and generate course coverage reports.
- **Grade Center:** Allows the instructor to create and assign gradable items and input grades for those items. The Grade Center resembles a spreadsheet. Each row is populated by a user in your course and each column includes information for an item, such as an assignment, test, graded blog entry, or survey. You can also use columns to calculate grades.
 - The **Needs Grading** link allows you to view individual assignment, group assignment, and test attempts, as well as blog and journal entries, wiki page saves, and discussion posts ready for grading or review.
 - The **Full Grade Center** link displays all columns and rows in the Grade Center and is the default view of the Grade Center.
 - You can customize your view of the Grade Center and create grading schemas, grading periods, categories, and columns to present and gather the information you need.
- **Users:** Allows the instructor to view and manage groups and users.
- **Customization:** Allows the instructor to customize the structure and view of the course, as well as enrollment and observer options.
- **Packages & Utilities:** Allows the instructor to export or archive the course.
- **Help:** Provides instructors with a link to the Blackboard instructor online user guide for additional information.

Notification Settings

You can manage the notification settings for all of the courses you teach or are enrolled in. From the global navigation menu, click Settings, and then click Edit Notifications Settings.

1. **Edit General Settings:** Choose your email format—individual messages for each notification or daily digest—and the reminder schedule for due dates.
2. **Bulk Edit Notification Settings:** Change the notification settings for all of your courses at once. You can select which notification types you want to receive and the method of delivery.
3. **Edit Individual Course Settings:** Change the notification settings for a single course.
4. **Edit Individual Organization Settings:** Change the notification settings for a single organization.

**All information regarding Blackboard navigation was taken from the Official Blackboard Help site.

Live Text

What is Live Text?

LiveText is the assessment software used to track student success and the completion of the Florida Educator Accomplished Practices (FEAP), Subject Area Competencies and Skills (SACS), ESOL Performance Standards, and the Reading Endorsement Competencies (RECS). Assignments, rubrics, along with syllabi, are uploaded at the beginning of the semester by the staff of the Department of Education. Critical tasks, outlining various required State standards, are the only assignments to be uploaded. These assignments are also the only assignments requiring student submission to this system. Each standard is checked with a score of Unacceptable, Acceptable, or Target. If a student receives an unacceptable score on a particular standard, they are asked to remediate the assignment.

How Do I Use It?

Simply log in to <https://www.livetext.com/> and get started! All faculty members will be distributed information on LiveText registration from Educational Technology.

How to Log In to LiveText

1. Open a browser such as *Google Chrome* or *Mozilla Firefox*.
2. At the very top, right-hand, corner, there will be two areas for username and password.
3. Type in **Username**.
4. Type in **Password**.
5. Click **Login**.

After successfully logging into **LiveText**, you will be directed to the **Faculty Dashboard**. Here you will see various modules including, **Faculty Video Tutorials**, **Active Assignments**, **Active Documents**, **Active Reviews**, and **Course Sections**.

Grading student work on LiveText

Under the **Active Assignments** module you will see a list of all classes you are currently teaching. As a reminder, all assignments are uploaded through the Department office.

- 1) Click on specific assignment you are wanting to grade. For instance, in EDU 101 has UCC Critical Assessment Task: Science/Social Studies Lesson Group Presentation. Under the title of the assignment, you will see a status bar. Students are represented by three colors:
 - (1) Red- Awaiting Submission
 - (2) Yellow- Awaiting Assessment
 - (3) Green- Completed
- 2) Once you click on the assignment title, you will be directed to the assignment page where you will see two tabs; **Assignment Details** and **Submission & Grades**. To grade the assignment click on the **Submission & Grades** tab.
- 3) When you are redirected, you will see three columns of student names; **Awaiting Submission, Awaiting Assessment, and Completed**.
- 4) When a student has submitted an assignment they will appear in the yellow column, **Awaiting Assessment**.
- 5) To assess the student, click on their name. You will be redirected to a page named **Latest Submission**. Here you will see the student's assignment, and two open boxes named **Grade** and **Comment**.
- 6) To check off the standards met by the student's assignment, click on the blue box labeled **Assessment Rubrics**.
- 7) After clicking the **Assessment Rubrics** button, the rubric will open up in a separate window. Here you will click on the different standards at the **Unacceptable, Acceptable, and Target** ratings.
- 8) Once you have rated all the standards, click the "x" in the corner of the window to exit. This will automatically save the assessment.
- 9) In the box labeled Grade, enter the rating of **Unacceptable, Acceptable, and Target**. This is case-sensitive. Please be sure to capitalize the first letter of the rating. Comments are recommended, but not required.
- 10) If the student has scored an **Acceptable** or **Target** rating, click the green button labeled **Submit Assessment**. If the student scored an **Unacceptable** rating, you will need to hit the button labeled **Request Resubmission**. This will place the student back in the red section labeled **Awaiting Submission**.

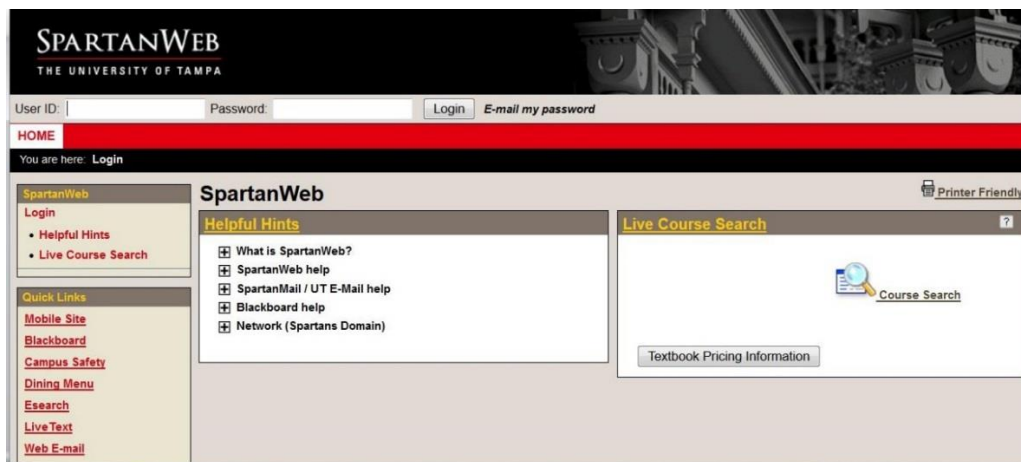
Spartan Web

What is Spartan Web?

Spartan Web is the web-based portal used by UT faculty to access class rosters, input final grades, and check meeting room assignments.

How Do I Use It?

Simply login to <https://spartanweb.ut.edu/ics> and get started! All faculty will be provided with a Faculty ID and password to access the web-based platform.



How to Login to Spartan Web

1. Type your **Username**.
2. Type your **Password**.
3. Click **Login**.

Once logged in, you will be able to click to view your “faculty homepage”.

You will see a list of all courses you are teaching for the semester. Use the drop down button and select “course details”. In this section you will find:

- Course requirements/prerequisites
- Course schedule with classroom assignment and meeting times
- The University Catalog course description

To go back to your course list click “faculty course control”. Use the drop down button and select “class list”. You will be taken to a list of all of the students enrolled in that particular class for the semester.

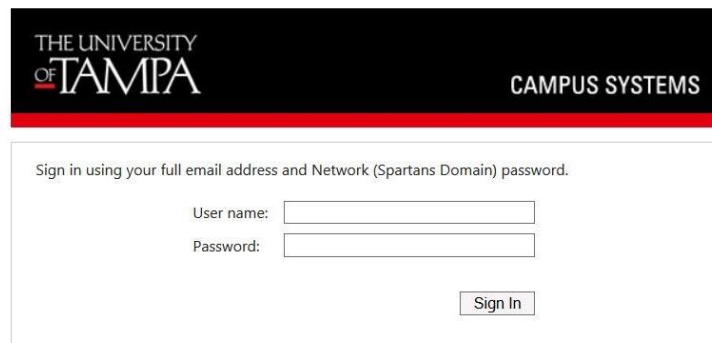
- When it comes time to input final grades at the end of the semester, you will receive directions from your lead professor.
- Check your classroom locations on Spartan Web the night before classes begin as they can change up until the night before.

UT Email

To access your University of Tampa email simply login to <http://www.ut.edu/technology/emailaccess/> and get started!

All faculty will be provided with their email login and a temporary password at hire.

Sign In



The screenshot shows a sign-in interface for the University of Tampa. At the top, there is a black header with the University of Tampa logo on the left and the text "CAMPUS SYSTEMS" on the right. Below the header, a white box contains the instruction "Sign in using your full email address and Network (Spartans Domain) password." There are two input fields: "User name:" and "Password:". A "Sign In" button is located below the password field. At the bottom of the white box, there is a link: "Forgot your password or locked your account?"

Once you are logged in, you will be able to view your inbox, create folders to organize your mail, and use the standard features of email.

Please Note:

- Your email account becomes active 30 days prior to the start of the semester. For example, if classes begin August 25th, 2014 your email access will begin July 25th, 2014.
- All official correspondence from the Department of Education will be sent to your UT email address **so you must check it regularly!**

Codes and Links

Room/Device	Code
Plant Hall 340*	#####
Plant Hall 345*	Door opens by swiping <i>Spartan Card</i> over door keypad.
Plant Hall 447	#####
Faculty Work Room- Plant Hall 221	#####
Copier	#####

* These rooms are official EDU classrooms; they also act as storage for electronic equipment, records, and supplies. Please remember to close the door when your class is finished.

Resource Link	Basic Information	Notes
Campus Map		
Campus Security	Phone: (813) 257-7777 Campus Extension: 7777 Email: campussafety@ut.edu Location: *Res Com Clubhouse 720 W. North B. St.	*Between Res Com and Thomas Parking Garage
LASER Team	Phone: (813) 257-4515 Campus Extension: 4515 Hours of Operation: Sunday–Wednesday 7 p.m.–1 a.m. Thursday–Saturday 7 p.m. –2 a.m.	If you teach a night class and are uncomfortable walking to your vehicle alone The LASER Team will give you a safe escort.
Parking	Go to the Campus Security Office to register your vehicle. Come prepared with your vehicle’s make, model and color as well as your license plate number. Authorization form will be provided by the Dean’s office.	You need to register your vehicle in order to park on campus.

Media Services

Phone: (813) 257-3810

Email: av@ut.edu

Fax: (813) 258-7267

Website: <http://www.ut.edu/mediaservices/> **

Services Offered

- **Classroom Support** –Fill out the [Classroom Support Request Form](#) to check out equipment for your classroom.
- **AV Rooms** –Fill out the [Library AV Room Request Form*](#) to reserve large classrooms in the library. *14 day advance notice is required due to high demand
- **Facilities Design**
- **Systems Engineering and Installation**
- **Video Production** -*Record campus presentations in classrooms*
- **Audio Production** -*Record campus presentations in classrooms*
- **Graphics Production** -*Develop digital media for presentations & course material*
- **Remote Classroom Management**- *Trouble shoot classroom issues from our offices*
- **Faculty/Staff Software/Hardware Training**- *Support a wide range of software applications to assist in the development of course material*
- **Audio Visual Equipment** -*Wide variety of equipment available for check-out*

**All information regarding The University of Tampa's Media Services was taken from their webpage.

Additional Information

Admission, Retention, Dismissal (ARD)/Candidate Performance Committee

The ARD/Candidate Performance Committee is a standing committee of the Education Department at the University of Tampa charged with providing input regarding all FDOE mandated approved program requirements related to candidate performance including admission to program, review of candidate progress, disposition assessment, and dismissal from program.

The ARD/Candidate Performance Committee adopts a shared governance model and works collaboratively with the Department Chair and Director of Educator Preparation Programs to ensure candidate progress and accomplishment individually and in the aggregate.

The primary function of the Committee is to discuss and recommend courses of action in cases of candidates who fail to:

- Meet program admission requirements
- Progress once in the program at the acceptable level on Critical Performance Assessment Tasks as documented on Live Text and/ Practicum Evaluations
- Display acceptable dispositions in the classroom or field settings
- Succeed in the remediation course EDU 380/680, Professional Development Clinical.

Students who are referred to ARD may lose the privilege of participating in EDU organizations (BELIEVE, KDP, etc.).

Chain of Command

The chain of command for the Department of Education is as follows:

1. Dean
2. Chair
3. Lead Professor
4. Adjunct Faculty

Please remember to keep open contact with your lead professor. Also, remember, all communication will be sent via UT email.

Key Dates

Date	Event	Notes
July 25, 2014	UT Email becomes active	
August 25, 2014	Semester begins	
November 26, 2014	Thanksgiving Break	5 days
December 11, 2014	Semester ends	
	Grades are due	

Master Syllabi Template

A copy of the Master Syllabus Template can be obtained by contacting the Education office or contacting Dr. Gina Almerico, Director of Educator Preparation at galmerico@ut.edu. Please work with your lead professor to ensure that all assignments are aligned with required standards.

Textbooks

Textbooks are selected by the Lead Professor and are ordered through The University of Tampa bookstore. Suggestions are always welcome. However, please do not make any changes to book order without contacting your Lead Professor. This helps us to keep all course sections consistent.

Video Timetable

Topic	Time
What is Blackboard?	0:21
How to Log In to Blackboard Learn	0:43
Exploring your Blackboard Homepage	1:38
How to Access the Global Navigation Menu	1:50
My Blackboard Tools	2:20
Exploring the Tools Panel	3:55
Exploring My Courses	5:46
Navigating the Course Menu	8:40
How to Create a Link on the Course Menu	13:00
Reorder and Manage Course Menu Links	14:00
Navigating the Course Management Panel	15:10
Notification Settings	17:49
LiveText	19:03
Grading student work on LiveText	20:40
Spartan Web	23:09
UT email	24:57