

BRAMSON | RT COLLEGE

DISTANCE LEARNING DEPARTMENT
69-30 AUSTIN STREET
FOREST HILLS, NY 11375-4239
TEL. (718) 261- 5800 Ext 105
FAX (718) 575-5119

Distance Learning User Guide Spring 2011
<http://blackboard.bramsonort.edu>

Distance Learning Student Orientation

Main Campus



Blackboard

Thursday - January 27th, 2011 at 6:15 PM
Friday - January 28th, 2011 at 10:15 AM

Brooklyn Campus

Tuesday - January 25th, 2011 at 3:15 PM

Blackboard Academic Suite

Welcome to the Blackboard e-Education platform-- designed to enable educational innovations everywhere by connecting people and technology.

The Blackboard Professional Education Suite takes a refreshingly different approach to learning than standard Learning Management Systems (LMS) by providing solutions designed for learners and instructors rather than administrators. As a result, our students enjoy a high level of adoption and program success.

Please follow instructions on the following pages in order to get started. If you have further questions, Bramson ORT College Distance Learning Department can be reach Monday – Thursday 9:00AM to 5:00PM and on Friday 9:00AM – 3:00PM at **718-261-5800 Ext 105**.

Blackboard User Guide

BLACKBOARD LOGIN

To login to a blackboard you have two choices.

- Go to www.bramsonort.edu and click on **Bb Link** to blackboard online classes.

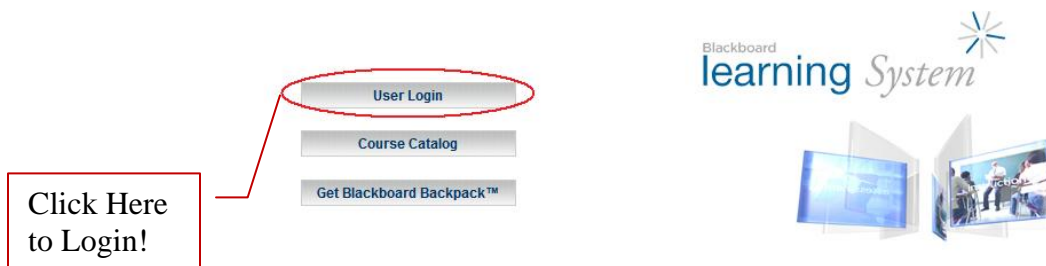


- Or you can go to <http://blackboard.bramsonort.edu/> and go directly to login page.



Blackboard Academic Suite™

Welcome to the Blackboard e-Education platform-- designed to enable educational innovations everywhere by connecting people and technology.



Blackboard Academic Suite™
© 1997-2008 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138. Additional Patents Pending.
Accessibility information can be found at <http://access.blackboard.com>

- Click on the **User Login** Link

- At the login page, enter your username and password.
Username: First initial + Last Name (No Spaces in between)
Password: Last for digits of your SS #



Welcome to **Blackboard Academic Suite**. Enter your username and password to access the system.

Click the **Preview** button below to access as a guest.

[Preview](#)

Click the **Download** button below to try a free copy of Blackboard Backpack.

[Download](#)

Have an Account? Login Here.

Enter login information here and click the **Login** button below.

Username:

Password:

[Forgot password?](#)

[Download Blackboard Backpack](#)

Login



Blackboard

[Blackboard Academic Suite™](#)

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Accessibility information can be found at <http://access.blackboard.com>.

- After entering your Username and Password, Click on the **Login Button** to Continue

BLACKBOARD OVERVIEW

BRAMSON ORT

COLLEGE

Home Help Logout

My Institution
Courses
My Email
Scholar

Welcome, Paris [Modify Content](#) [Modify Layout](#)

Tools

- [Announcements](#)
- [Calendar](#)
- [Tasks](#)
- [View Grades](#)
- [Send Email](#)
- [User Directory](#)
- [Address Book](#)
- [Personal Information](#)

My Courses ⊖ ⌂

Courses in which you are enrolled:

- [LA141MX-Spring2010 - AMERICAN HISTORY II](#)
- [LA141MX-Summer2009 - AMERICAN HISTORY II](#)
- [LA161MX-FALL 2009-STATE & LOCAL GOVERNMENT](#)
- [MA120MX-FALL 2009-STATISTICS](#)
- [MA120MX-Spring2010 - STATISTICS](#)

Download Blackboard Backpack ⊖ ⌂

My Announcements ⊖ ⌂

No system announcements have been posted in the last 7 days.

No course announcements have been

- Once you login to blackboard you will see a listing of courses you are registered for, **Please double check** to make sure that the courses on your **student schedule** matches the ones listed in the **My Course listing online**. It is ok to have previous semester courses on this listing.

NOTE: *You must login to each course at least once a week (does not matter what time of the day or what day of the week it is!) in order for attendance to count.*

- In order to login to a course to get started with the class lectures, assignment and discussion you must click on the link of that course from the My Course listing.
- Once you are logged in to the course, you can click on the links in the left frame to get started with:
 - **All announcements**
 - **Course Information**
 - **Required Text Books**
 - **Course Outline**
 - **Instructor's Contact Information**
 - **Lectures**
 - **Assignments and due dates**
 - **Homework's**
 - **Exams Information**
- If you have any questions please feel free to contact your instructor.

The screenshot displays the Blackboard LMS interface for Bramson College. At the top, the college logo and name are visible, along with navigation icons for Home, Help, and Logout. Below this is a horizontal menu with tabs for 'My Institution', 'Courses', 'My Email', 'System Admin', and 'Scholar'. The 'Courses' tab is active, showing a breadcrumb trail: 'BM180MX-FALL 2009-HUMAN RESOURCES MANAGEMENT (BM180MX-FALL2009) > ANNOUNCEMENTS'. The main content area features a speaker icon and the heading 'Announcements'. On the left, a vertical sidebar contains buttons for 'Announcements', 'Instructor', 'Required Textbook', 'Course Outline', 'Lectures', 'Assignments', 'Discussion Board', 'Send Homework', 'Email Instructor', 'My Grades', 'External Links', 'Tools', and 'Communication'. In the bottom right corner, there is a 3D graphic of six colored blocks stacked to form a pyramid, with labels: 'Profit' (orange), 'Finance' (green), 'Income' (blue), 'Teamwork' (orange), 'Technology' (blue), and 'Product' (blue).

ANNOUNCEMENTS

The announcements display is an alternate way for instructors to keep each student updated with the course on a daily or weekly basis.

Announcements



[VIEW TODAY](#) [VIEW LAST 7 DAYS](#) [VIEW LAST 30 DAYS](#) [VIEW ALL](#)

November 30, 2009 - December 07, 2009

Important notice to all students!

If you are experiencing any difficulties or issues with you online class, Please contact the Distance Learning Department at 718-261-5800 Ext 105 or distancelearning@bramsonort.edu

NOTE: The following special characters should never be used in Filename: # % & < > = +

Thank you.

After logging into Blackboard, on your homepage you should be able to see “My Announcements”

A screenshot of the Blackboard interface. The top section is titled 'My Courses' and contains a list of courses: 'LA141MX-FALL 2009-AMERICAN HISTORY 2', 'LA150MX-FALL 2009-ECONOMICS', and 'MA120MX-FALL 2009-STATISTICS'. A callout box points to this list with the text 'Announcements for each class you are enrolled in.' Below the courses is a section titled 'My Announcements' which is circled in red. This section contains the text: 'No system announcements have been posted in the last 7 days.' and 'No course announcements have been posted in the last 7 days.' A 'more.....' link is visible at the bottom right of the 'My Announcements' section.


My Announcements also notifies you of the latest updated announcements any one of your instructors has posted on each individual class.

DISCUSSION BOARD

The Discussion Board, a forum in which students and their Instructor are to discuss any work related topics that have to do with each individual class. Often an instructor would post a discussion question that requires you to give feedback. Your feedback will be counted as class participation toward the final grade.



Discussion Board

 Forum

Display Order	Forum	Total Posts	Unread Posts	Total Participants
1	Week 1 - Introduction Click here to Enter the dicussion topic.	5	<u>5</u>	3

Please introduce yourself, give your name, semester, why your taking the course and what you expect to learn from this course.

How would you describe HR's role in general?

The forum is organized and formatted for posts. It keeps track of each and every post each student makes and also keeps everyone up to date. Feel free to ask questions or discuss topics with your fellow students and/or instructor amongst each your individual courses.

INSTRUCTOR INFORMATION

To find out more information on your instructor, click on the Instructor button as shown below.



**Click Here To Get
Your Instructors
Contact Information**



To send your Instructor an E-Mail, click on the Email Instructor button

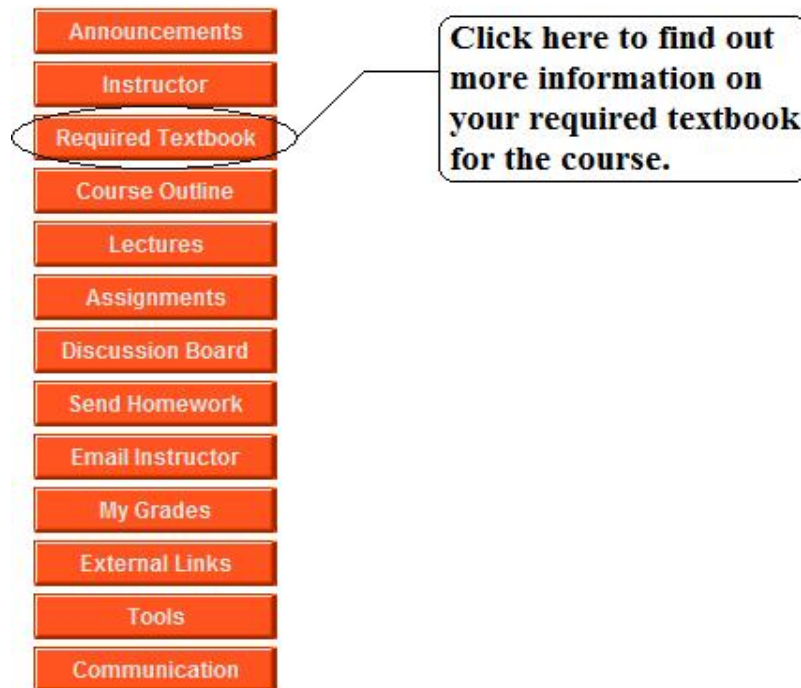


**Click Here to Contact
Your Instructor
via E-Mail Message**





REQUIRED TEXTBOOKS

In each course, a textbook may be required upon the course or instructors request.



Down below is an example of what the required textbook page for each course should look like.

 **Required Textbook**

 **Required Textbook**

Managing Human Resources - (Edition: 15th ed.)
ISBN: 0324593317
ISBN-13: 9780324593310

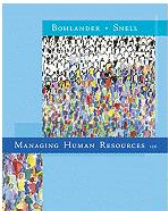
by George Bohlander, Scott Snell

South Western Educational Publishing, 02/2009, 821 pages, English

Gain a better understanding of how human resources impact and can empower both individuals and organizations as this market-leading, practical text explores all aspects of human resource management.

Bohlander/Snell's popular MANAGING HUMAN RESOURCES, 15th Edition builds upon a foundation of research and theory with an inviting, practical framework that focuses on today's most critical HR issues and current practices.

The book's engaging writing style and strong visual design use more than 500 memorable examples from a variety of real organizations to illustrate key points and connect concepts to current HR practice. Fresh cases spotlight the latest developments and critical trends, while hands-on applications focus on practical tips and suggestions for success.



Example

You may purchase text books in the Financial Aid office, at the main campus of Bramson ORT College in Forest Hills.

COURSE OUTLINE

Each course carries an outline, provided and designed by each individual instructor.



Your Course Outline will explain what your instructor expects of each student, your assignments and discussions, etc.



Course Outline



Course Outline

This course provides an introduction to human resources management in the modern organization. All basic functions of HR will be covered such as HR planning and employment, compensation, benefits, employee relations, training and development, and safety issues.

Course Outline and Assignments

For the discussion questions please answer in an essay format and submit through the digital dropbox by clicking on send file to instructor link. Word Document only.

ASSIGNMENT QUESTIONS ARE ALSO POSTED IN THE "ASSIGNMENT SECTION" MENU

Date	Topic	Assignment
Week 1 of 09/28/09	Introduction to HRM Strategic HR Perspective	Read Ch. 1 Answer Discussion Board Question Due Oct. 10, 2009
Week 2 of 10/05/09	Changing Role of HRM EEO and HRM	Read Ch. 2, 3 Answer Ch. 2 discussion questions on Pg. 85 #'s 1, 2, 3, & 5 Due Oct. 10, 2009

LECTURE NOTES

To view lecture notes, just simply follow the steps in the images below.

Announcements
Instructor
Required Textbook
Course Outline
Lectures
Assignments
Discussion Board
Send Homework
Email Instructor
My Grades
External Links
Tools
Communication

Lectures
Click here to view your lecture notes.

Chapter 1 - The Challenge of Human Resources Management
Please open for lecture notes and powerpoint slides.

Chapter 2- Strategy and Human Resources Planning
Please open for notes and powerpoint slides

Chapter 3- Equal Employment Opportunity and Human Resources Management
Please open and read, Powerpoint slides attached

Chapter 4- Job Analysis
Please open and read, powerpoint slides attached as well.

Chapter 5 - Expanding the Talent Pool: Recruitment and Careers
Please open, read and download slides.

Chapter 6 - Employee Selection
Please open, read and download powerpoint slides.
Click on each individual chapters and/or lessons to view the complete lecture notes for each chapter.

You may also download each individual chapter as a file, provided that the instructor allows it.

Chapter 1 - The Challenge of Human Resources Management

Chapter 1 Lecture Notes
[Ch1_The Challenge of managing Human resources management.ppt \(1.095 Mb\)](#)
Chapter 1-The Challenge of Human Resources Management
You may download each individual chapter by clicking here.

Lecture Outline

I. WHY STUDY human resources management?

The answer to this question is much the same whether the student plans on a career in HRM or not. Organizations compete through people. Studying HRM gives students an understanding of the systems and processes needed to develop and utilize the talents and energies of employees in order for the firm to gain a competitive advantage.

II. COMPETITIVE CHALLENGES AND HUMAN RESOURCES MANAGEMENT

The Society for Human Resource Management (SHRM) and the Commerce Clearinghouse have identified the most important trends facing human resources. Reinforce the idea that large and small companies are equally affected by these trends.

A. Challenge 1: Competing, Recruiting, and Staffing Globally

VIEWING ASSIGNMENTS

Each course has an assignment button. You may view your assignments by clicking on this button and viewing each home work and/or assignment that was assigned by the instructor.



Click here to view your assignments



Assignments

Click here to view each individual assignment

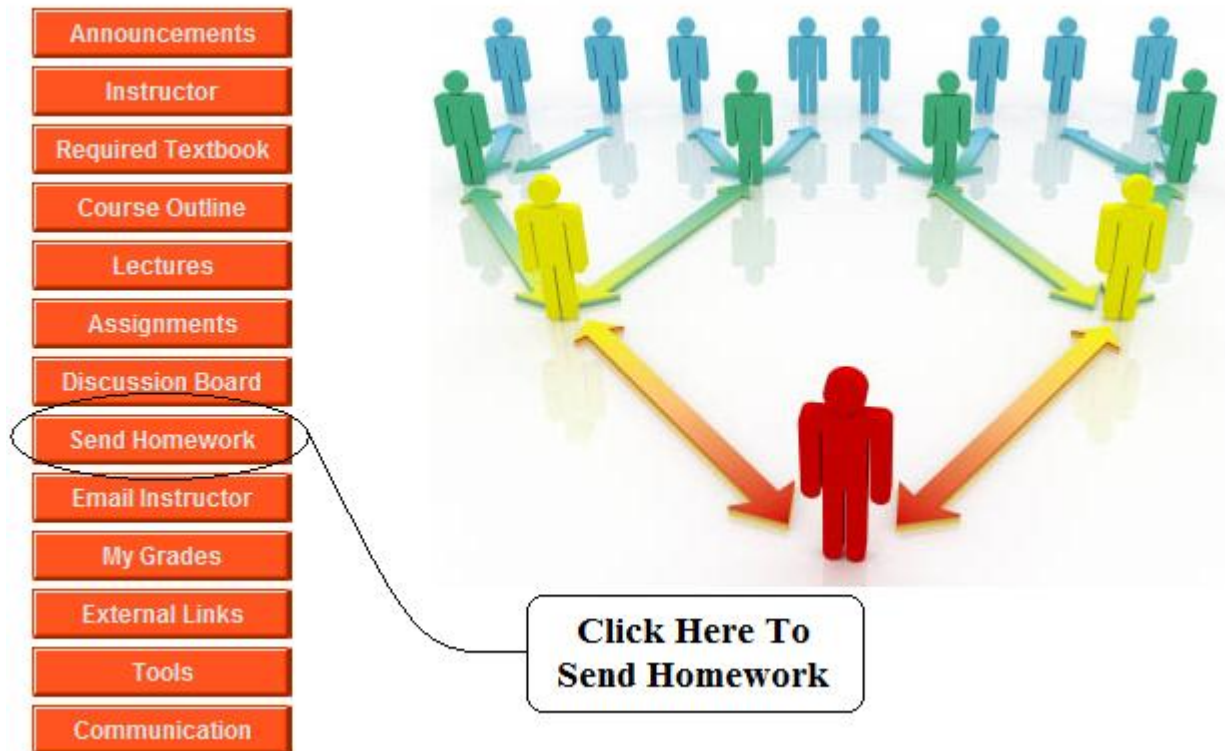


Assignment Outline


Please open for an overview of the assignments such as readings, future readings, Due dates, and how to submit assignments.


SENDING HOMEWORK AND ASSIGNMENTS

1. To send homework or assignments to the instructor, click on the Send Homework link on the main menu




Digital Dropbox

 Add File

 Send File

Click Here To Send File

2. You will be provided with a dialog box
3. Please locate the file on your computer you would like to send by clicking on the **Browse button**.
4. Enter the Name or Subject of the file eg. Homework 1 or Assignment 1
5. Enter any comments you would like to convey to your instructor concerning this file and click **Submit button**.

 Digital Dropbox

1 File Information

Name

*File **Browse...** Click Here To Locate File

Comments

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Click Here to Submit

6. Your file will be sent to the instructor.

ALTERNATE METHOD TO SEND HOMEWORK OR ASSIGNMENTS

- To send homework to the instructor, click on the tools button.



- Then click on Digital Drop Box.



Tools



[Address Book](#)
Address Book



[Calendar](#)
Calendar



[Digital Dropbox](#)
Dropbox.



[Glossary](#)
Glossary Tool



[Homepage](#)
Edit homepage.



[My Grades](#)
View grades.



[Personal Information](#)
Change your information

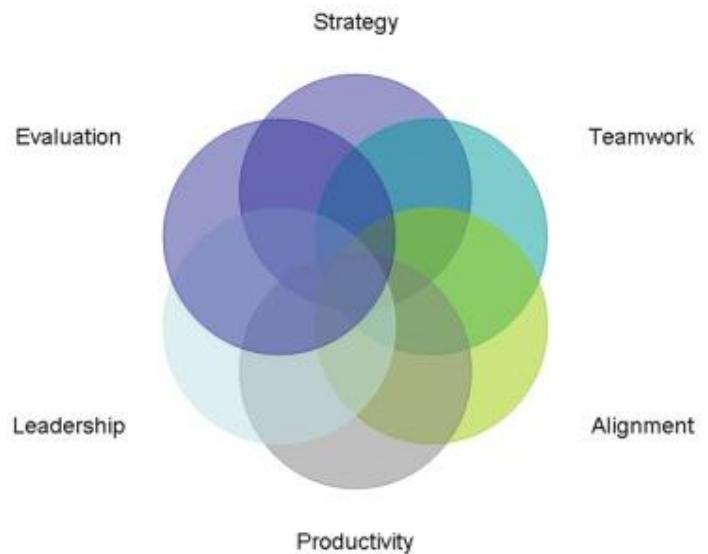


[Tasks](#)
Tasks



[The Electric Blackboard®](#)
The Electric Blackboard®

Click Here To Send File



- You can then follow steps 2 to 5 from above

STUDENT EMAIL

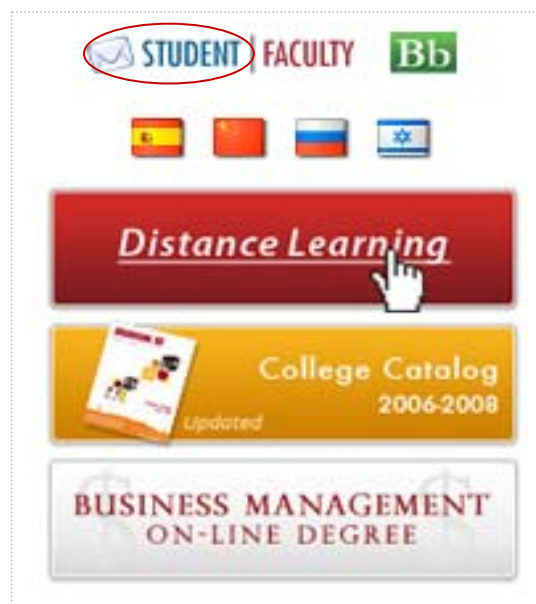
Each student has an email address created upon registration.
To login to your email you have two choices.

1. In the blackboard screen click on My Email Link



- At the login page, enter your username and password.
Username: **First initial + Last Name** (No Spaces in between)
Password: **Last four digits of your SS #**

- Or go to www.bramsonort.edu and click on quick links and then student email login.



Bramson ORT College Distance Learning Policies

✓ You can login directly to the Distance Learning Software at <http://blackboard.bramsonort.edu>

Your Username and Password is as follows:

Username: **First initial + Last Name** *(No Spaces in between)*

Password: **Last for digits of your SS #**

If this does not work please contact the Distance Learning department immediately at 718-261-5800 Ext 105.

- ✓ You are required to test your username and password within the first two weeks of registration no exceptions.
- ✓ "I was unable to login" will not be an acceptable reason to modify a failing grade.
- ✓ All distance learning students have to attend a mandatory orientation seminar at the beginning of semester. Please refer to dates on the cover page of the Distance Learning User Guide or Ask the Registrar's Office.
- ✓ All distance learning students are required to logon at least once a week which will be counted as your attendance.
- ✓ You are required to complete your assignment on a weekly basis as posted by your instructor unless instructed otherwise.
- ✓ You are required to check your Bramson ORT Student Email regularly (My Email Tab in Blackboard) as this will be your communication venue with your instructor. If you are unable to login you must contact the Distance Learning Department at 718-261-5800 ext 105.
- ✓ You are required to use the Digital Drop Box in your to submit your assignments to your instructor. The Digital Drop Box can be obtained from clicking on the tools link, then clicking on the Digital Drop Box Icon. This option can also be access by clicking on the Send Homework or Send Homework to Instructor Tab.
- ✓ The following special characters should never be used in Filename: **# % & < > = +** (No exceptions)
- ✓ Your Midterm and Final Exams are posted with a time limit. You are required to complete these exams in the allotted time frame.
- ✓ Students are responsible for keeping all backup copies of their works (preferred in a printed format).
- ✓ International students can only take one online class per semester.
- ✓ Students who receive public assistance can take only one online class per semester.
- ✓ Last day of submitting class work, assignments and exams is the last day of semester.
- ✓ Students with valid reasons for extension must apply and approved in writing to instructor and chairman of department. All extension will have a 6 weeks deadline where the final grade will reflect a deduction for lateness.

If there are any questions or problems, students have to contact Distance Learning Coordinator at Bramson ORT College Distance Learning Department can be reach Monday – Thursday 9:00AM to 5:00PM and on Friday 9:00AM – 3:00PM at 718-261-5800 Ext 105.

I have read and understand all policies listed above:

X _____ Date: _____ Semester: _____
Student Signature

Online Class 1 _____

Online Class 3 _____

Online Class 5 _____

Online Class 2 _____

Online Class 4 _____

Online Class 6 _____