

Welcome to Nursing Education Online

Dear 4th Semester Nursing Student,

Hi Everyone, I will be your instructor in the upcoming online class of Nurse Leadership/Management (NRAD 204). This letter is to inform you of some important details prior to the commencement of the **Spring 2012** online class. The actual online dates for this class are **March 28-May 2**.

I am giving you an early assignment of writing a cover letter and resume in February rather than waiting until later in the semester so that you can get this done early in the semester and utilize it when you go out and interview for jobs. I will give the assignment to you via myCourse **NOT** Blackboard. I will email you details of the assignment. **A hard copy of your cover letter and resume will be due in my office by February 24.**

Class Requirements

- ... Access to the World Wide Web.
- ... Required Textbook: "Leadership Roles and Management Functions in Nursing: Theory and Application"—(6th edition) by Marquis and Huston.

I will unofficially open BLACKBOARD just for you to learn to "log in" and play around/practice on March 21, 2012. The class officially begins March 28th @ 0800. You are allowed to work independently on each Module within the week that it is "open". However, you are not allowed to move forward onto future Modules. I want the class to stay in the same Module each week.

STEP ONE:

On Cuesta College "homepage" click on LOG INTO BLACKBOARD **rectangle** at bottom right of screen OR...The webpage is <http://blackboard.cuesta.edu>; Click "Cuesta College" to reach LOGIN page

STEP TWO:

- a) Blackboard/WebCT does not always support the latest version of browsers. There is however a **"Check Browser" button at the top of the Blackboard logon screen. It worked for me!!**
- b) To comprise your username, please do the following:
 - ... Your login name/ID will match your "mycuesta" login: firstname_lastname (lowercase)
 - ... Your password is: STUDENT (uppercase)

EXAMPLE: john_doe
Student Password is: STUDENT

STEP THREE: **IMPORTANT**

You want to change the "Blackboard" system to read "pacific time—PST NOT east coast time EST— here is how. After you have successfully done the LOGIN for the first time, (1) click "My Setting" (upper right corner) (2) click on "myTool options tab" scroll down to Time Zone. Use the down down menu to select (GMT-8:00) Pacific Time (US & Canada) (3) click "SAVE" at bottom of the page. Confirm that the time matches your watch or computer clock.

Common Problems—"the student..."

- Uses incorrect webpage address
- Incorrectly comprises their username
- Does not use ALL CAPS for initial password
- May already have a password in the system from another online course previously taken
- May just recently ADDED the course and the information is not uploaded to blackboard yet
- Did not disable or disengage "pop-ups" as instructed on the Welcome page
- Has a computer with outdated Java programming installed. Go to www.java.com and download the latest software

Once the course begins in BLACKBOARD, we will be communicating directly through Blackboard and will no longer communicate via myCourse OR Gmail. You are expected to call or email me (NOT your buddy) immediately when you are having a problem or struggling in the course. Online classes may be new for you

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and the quicker you solve your problems the better for you. My goal is not to frustrate you. If something is not clear or not working, notify me ASAP so I can learn how or make the course clearer and better for you.

Mandatory Meeting

We'll have one mandatory class meeting: Wednesday, April 25 at 12:30-2:30 in room 2509 on the SLO campus. **There is no provision for anyone who is absent.**

Computer Requirements and Trouble shooting

- ... *Web Browser:* Netscape Navigator 4.61 or above (Mac, Windows), Microsoft Explorer 4.0 or above (Windows); **FireFox works the best and formatting is good**
- ... Discontinue any "pop-up ad" blockers while using the Blackboard course,
- ... Complete the "Browser Check" on the Blackboard login page and adjust your browser accordingly
- ... Recent version of Adobe Reader [click here](#)
- ... **Operating System:** Power Mac or Windows (Pentium) computer with at least 4x CD-ROM, and a 200 Mhz processor speed. Also, you should have a minimum of 64 Mb of system RAM (memory)
 - o Mac Users: Power Macintosh with OS 8.0 or above.
 - o PC Users: Windows 98 with Quick Time 4.0 or above and Quick Time browser plug-in; Windows 95 with Quick Time 4.0 and Quick Time plug-in; Windows 3.1 with Quick Time 4.0 or above and Quick Time plug-in.

THINGS TO HELP YOU IN THIS COURSE:

Please keep your questions to me in the email via Blackboard NOT G-mail or any "groups". I may want to address the whole class and we want to communicate via Blackboard.

Online discussions:

When a discussion is part of your assignment, you will "post" what you want to say. You will be able to see each others responses.

****When asked to POST an answer or a response:**

I would suggest that you type all your thoughts/answers/responses in a "word" document and SAVE. Then copy and paste your answer into the area on Blackboard to POST your responses.

- ... I have had Blackboard "crash" on students and I never got the students response. If you didn't save what you wrote, you will need to rewrite it and re-submit it. If I email you to say that I did not get your response, I will not accept "but I did it and don't remember what I said". You will be expected to re-submit if there is a Blackboard "glitch"

PowerPoint Presentations:

Every Module in the course has a PowerPoint presentation that you will want to watch AFTER you do the reading from the text. You will have difficulty in the course if you take short cuts and don't read the text and don't watch the PowerPoint. Besides the presentation, I have also given you PowerPoint slides (3 slides per page) to download and take notes when you are reading your text. **At this time, the Power Points are NOT narrated**

Quizzes:

Short multiple choice quizzes are included to make sure you are doing the reading. You are required to pass the quizzes with 100% as part of the expectation of the course.

How to EMAIL your Instructor:

When in Blackboard, click on mail; click "create a message"; click "browse for recipient"---I am the one and only 'section instructor"

If you have any further questions prior to the first day of class, please feel free to email ppeachey@cuesta.edu