

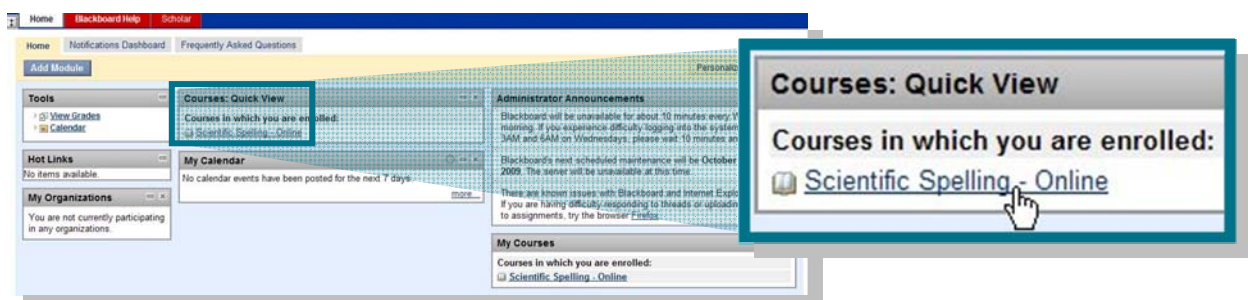
Getting Started

Thank you for participating in Neuhaus Education Center's Online Classes. Here are the steps to begin taking your class.

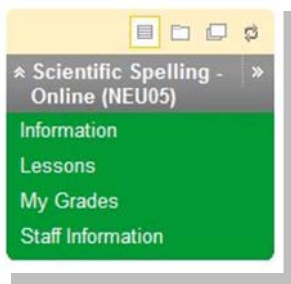
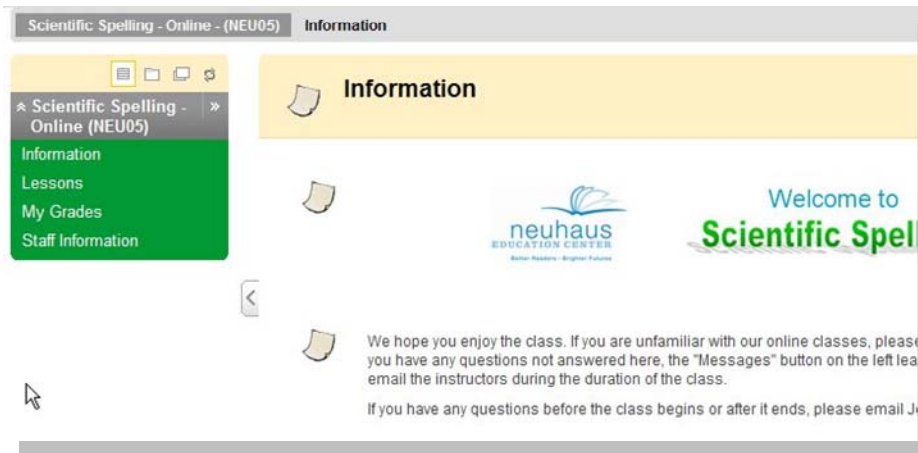
- 1) Make sure the computer you will use to take the class meets these requirements:
 - ❖ A Pentium II or faster computer that can log on to the Internet
 - ❖ An Internet Service Provider (ISP)
 - ❖ Up-to-date browser such as Internet Explorer, Firefox, or Safari
 - ❖ Audio speakers or headphones plugged into the computer.
- 2) Connect to the Internet
- 3) Clear the existing text in the address bar, type <http://tvs.esc4.net> and click "Go" or press enter. You should be presented with this screen.



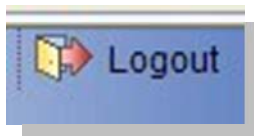
- 4) Next, you will enter your username and password, as provided by the Coordinator. Both are case sensitive. When you have entered them, click the "Login" button.
- 5) You will be presented with a screen similar to the one below. This is the Blackboard welcome page. The "Courses: Quick View" section lists all of the classes in which you are enrolled. Click on the name of the class you would like to begin.



6) You arrive at the class home page.



The links on the left let you navigate through the class. There is a description of what you will find under each link under Information.



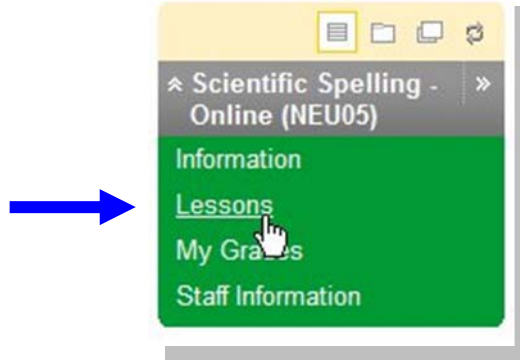
The Logout link is at the top of the page. It is very wise to log out if you are using a public computer.

Please note: Records of Participation are sent via email to those who met the class requirements **after** the end of the class session.

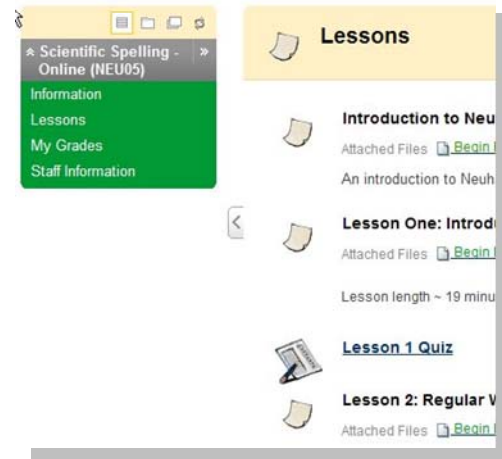
Going through a Lesson

Please be sure to familiarize yourself with the contents of the Information section. After reviewing that information, you are ready to begin the class.

- 1) Click on the Lessons link.



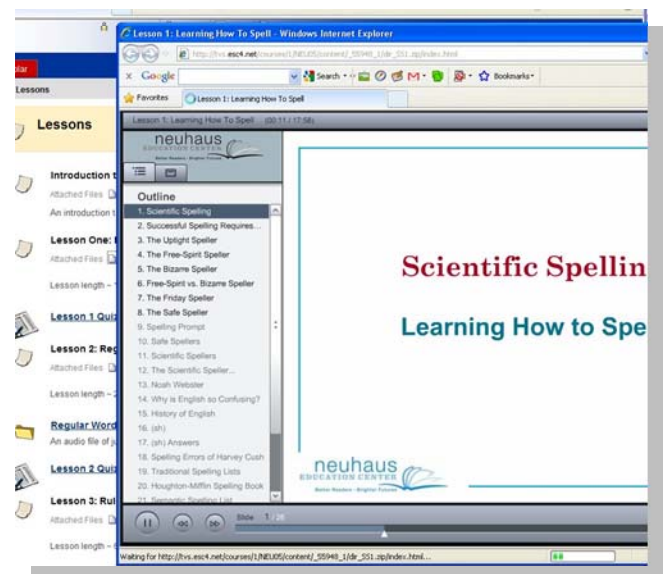
- 2) You will be presented with a list of Lessons, Quizzes and (in some classes) Videos or Sound files. All Lessons and Quizzes, as well as the Class Evaluation, must be completed to receive credit for the class. The Lessons are designed to be viewed sequentially, with each Lesson building on the knowledge gained in the previous Lesson. Please view them in order.



- 3) Clicking on a Lesson will open a new window.

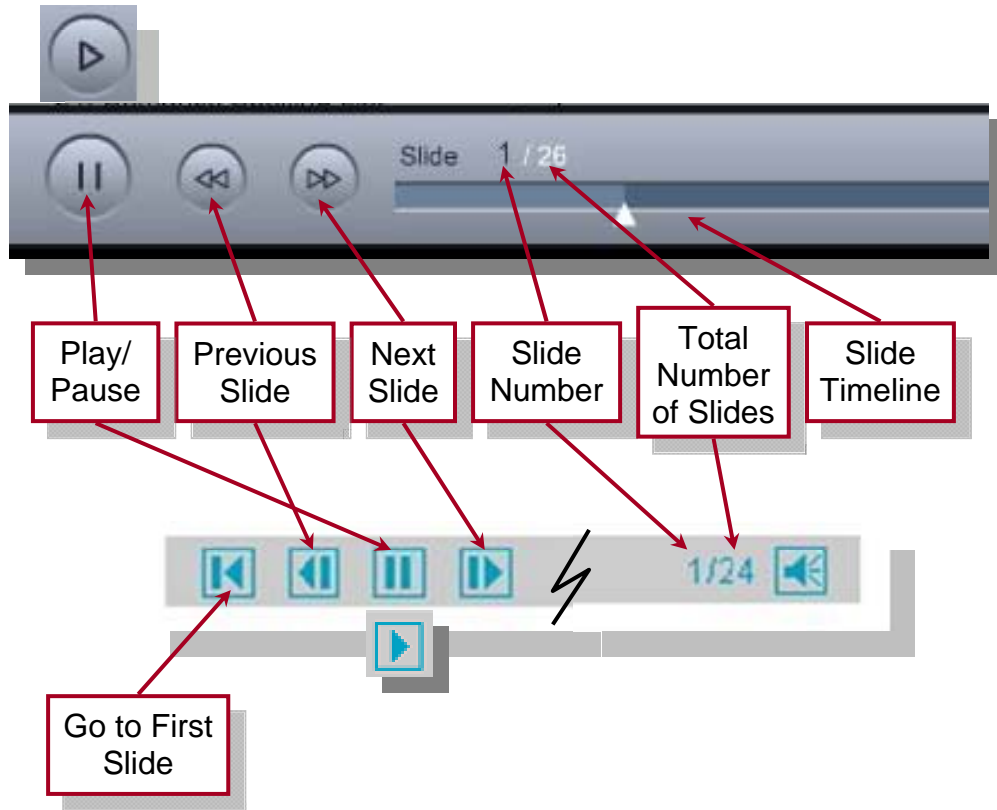
If you have trouble seeing all of the Lesson area, maximize the window it is in. If you still are not seeing the entire area, try striking F11 on your keyboard. In many browsers, this will minimize the browser toolbars, creating more viewing space. Striking F11 again will return the browser window to its more familiar configuration.

If you have spotty or stuttering audio, or the audio is ahead of the lesson, try returning to the beginning of the slide. This should allow your computer time to download the content ahead of your viewing.

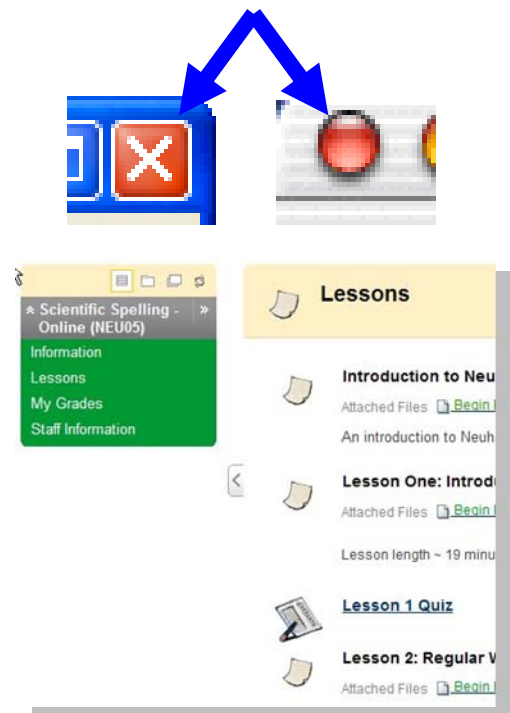


- 4) There are currently two appearances for Lessons. Below are the playback controls for each. When the Lesson is playing, you will see the pause button. When the Lesson is paused, the play button will occupy the same place.

During the Lesson, if you need more time to complete an activity, click the pause button. When you are ready to continue, click the play button.

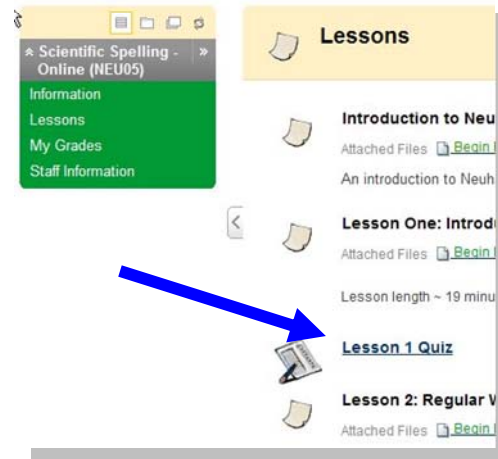
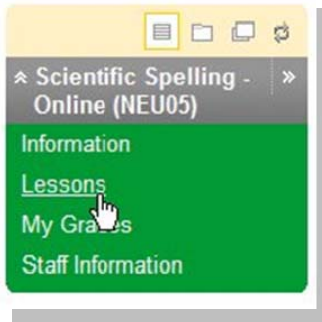


- 5) When you have completed a Lesson, close the window it opened in and click on the link of the next item in the list to continue the class.



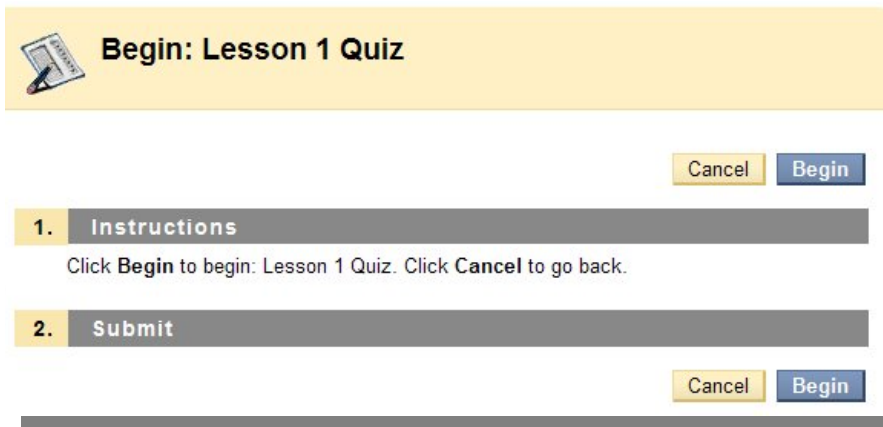
Taking a Quiz

- 1) In the Lessons link you will also find Quizzes. You are not required to take the Quizzes in the order they are listed. You may continue to view Lessons, and take the Quizzes when you are comfortable with your knowledge. If you are unsure whether you have completed a Quiz, the grades for your completed Quizzes can be found under My Grades.

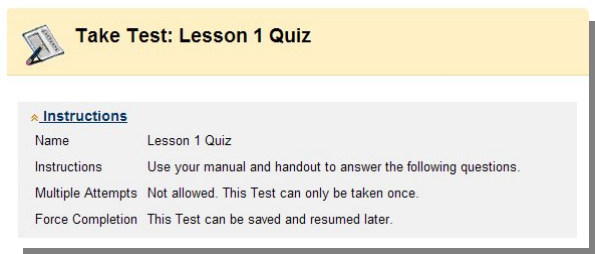


- 2) Click on the name of the Quiz to begin it.

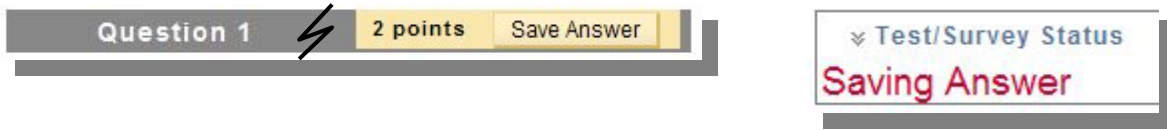
- 3) You will be asked to confirm that you are ready to take the Quiz. If you are, click "Begin." If you aren't, click "Cancel."



- 4) Once you click "Begin," you are presented with the Quiz. At the top are instructions and descriptions of the permissions.



- 5) Next to each question, you will see a “Save Answer” button. Clicking this button will save that answer only. A notification that Blackboard is saving your answer will appear in the Test/Survey Status box that will always appear at the top of the Quiz. It is not necessary to save each answer as you go.

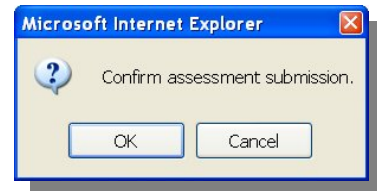


- 6) At any time, you may save all your answers and leave the Quiz by clicking the “Save All Answers” button at the top or bottom of the page and navigating away from the Quiz. If you do so, follow steps 2-4 to continue the Quiz when you are ready to complete it.

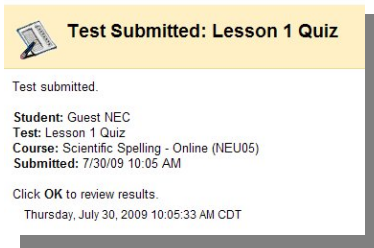


- 7) When you are finished answering the questions, click “Save and Submit” at the bottom of the quiz page to submit your answers for grading.

- 8) You will be asked to confirm that you want to submit your answers. Clicking “Cancel” will return you to the Quiz. Clicking “OK” will submit your final answers.



- 9) You will receive confirmation that your answers were successfully submitted. To view your results, click “OK” at the bottom of the page



- 10) Once you have finished reviewing your results, clicking “OK” at the bottom of the page will return you to the Lesson list.

- 11) If you wish to view your scores and answers, they can be found in the [My Grades](#) link. The Icon Legend for the gradebook is below. If a grade is marked “Attempt in Progress,” it will not count toward meeting the class requirements to receive a Record of Participation.

