N5308-001 Nursing Informatics
Fall 2016

Instructor

Joy Don Baker, *PhD, RN-BC, CNOR, CNE, NEA-BC, FAAN*
Professor, Clinical Nursing
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Email: jdbaker@uta.edu *UTA Email availability:* I generally respond to email at least once in a 24-hour period Monday-Friday. While I may respond more frequently, please do not view anything other than this timeframe as the expectation.
Faculty profile: https://www.uta.edu/profiles/joy-baker
Office Hours: Please contact Dr. Baker via email to set up an appointment for either a *Virtual* or Face-to-Face meeting.

Time & Place of Class Meetings:

Wednesday 09:00-16:00 *(See Schedule below for details and specific dates for class).*
Portions of the course will be held in live sessions and attendance is expected.

- Pickard Hall room #TBA,
- Online (asynchronous) via *Blackboard (Bb)* (https://elearn.uta.edu), and
- Live (synchronous-real time) online sessions via *Bb Collaborate* and *Second Life.*

Course Description

Focus on application of computer technology that supports the dissemination of health care data, information and knowledge. Selected software packages/applications are presented and used.

Student Learning Outcomes

1. Apply nursing informatics concepts to practice.
2. Discuss the implications of information technology for nursing practice and health care.
3. Examine the role of the nurse in development, implementation, and evaluation of computer technology in the health care system.
4. Discuss the social and ethical issues associated with the growth of information technology.
5. Apply personal skills in use of information technology appropriate to nursing practice, education and research.

Textbook, Reading Materials, and Resources

Sewell, J.P. (2016). *Informatics and Nursing: Opportunities and Challenges.* 5th ed. Philadelphia, Lippincott Williams & Wilkins.
Baker, J. D. (Guest Ed.), & Girard, N. (Consulting Ed.). (2012). *Nursing informatics* (Perioperative Nursing Clinics, 7(2), 151-296). Philadelphia, PA: W.B. Saunders. *(Note: all chapters for this book are located as links in Bb; you should not have to purchase this book).*
Articles listed in *Blackboard*

References for writing papers:

American Psychological Association. (2010) *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. ISBN: 9781433805615.
See also the required **UTACON Nursing Administration title page** in the folder labeled
Resources/Course Materials/Documents/APA Format Information and Samples.

Suggested Reading:

- Articles from current nursing, health care, business and other relevant journals.
- Additional Reading material in Blackboard

Optional Resource: Any good reference for *Microsoft Office* software or other programs you plan to use may also be of benefit however, this is not a requirement. There are also online resources and tutorials available as well.

Descriptions of Major Assignments (See *Blackboard* for more detailed information. All Assignments are due by 23:59 on the identified due day unless specified differently in *Blackboard* or the syllabus schedule). Each student will submit Graded Activities that create 100% of the grade based on: (a) completion of all Category 1 activities; and (b) Category 2 & 3 allow the student flexibility and choice to provide the remaining portion of the grade.

Graded Course Components	Percentage of Final Grade
Category 1: All Required (20%)	20%
• Learning Contract & Self Evaluations (5%) **Learning Plan:** Once completed the Learning Plan serves as a guide you will initiate to accomplish each step in the process for this course. Determining the deadlines for each reading, planning, and arranging steps needed are a critical part of this course and the tool is designed to help with this process. The Computer Skills Survey must be completed to receive full credit for the Learning Contract & Self Evaluation.	
• **Quizzes:** These are established to assist with identifying critical elements in the content. They are used to support knowledge development and offer opportunity to return to the Readings to access additional information to assist your personal learning plan and development with the Nursing Informatics content. (Considered part of the Participation grade).	
• **Attendance/Participation** including Bb Collaborate sessions and Online Discussions, Exercises, or Activities. (15%) Discussion among classmates is a major component of this course. Throughout the course, you will be asked to make **initial posts** and **respond frequently** to peers with **thoughtful, substantive, and scholarly responses** each week. **Support your opinions** with the literature. Your responses should consist of complete sentences, meet the requirements listed in each of the discussion assignment instructions, and grading is based on the same Grading Rubric for all discussions. Discussion boards are labeled with **Class** where summaries from the small **Groups'** boards for the entire class to view.	

Graded Course Components	Percentage of Final Grade
Category 2: (60-65%) Students select two from this category. • **Webcast Presentation (30%):** The student will develop and present a voice over *PowerPoint* project, which demonstrates knowledge of the *PowerPoint* program and applies principles of quality program and voice construction. • **Yellow Pages:** Electronic File Management/Organization (35%): The student will develop and present a collection of electronic information resources using Internet Web sites that will be of particular value to the student, and serve as a personal future resource. • **Webpage Development (30%)** The student will develop a **health care oriented** personal web page and present to the class within the guidelines of the course. • *Second Life* **CE Group Project (30%)** Project requires minimum of four students to sign up for this to be an available option. Students involved in this group project will produce a CE program to be offered to RNs both in and external to the course using *Second Life* virtual environment to host the conference.	60-65%
Category 3: Assignments (15-20%) Students select from the following list to fulfill the remaining percent necessary to complete the Course. ◊ **Internet Search Assignment and Quiz Development (5%)** ◊ **Poster Development Assignment (5%)** ◊ **Educational Material Assignment (10%)** ◊ **Blog Development Assignment (5%)** **Note:** Often used as an add in to the Web Page Development ◊ **Excel Spreadsheet Assignment (10%)** **Note:** If using this course to meet the prerequisite for N5341 Financial Management then please include this Assignment in your contract. If you have already taken N5341 Financial Management then do not select this option. ◊ *Second Life* **Case Study Development Assignment (5%)** **Note:** This is different type of assignment than the one above in Category 2. ◊ **Database Assignment (10%)**	15-20%
Total: Combined percent selected from all three sections must equal 100%	**100%**

Attendance and Participation Policy:

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I will take attendance for each live session conducted per the schedule. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via *Blackboard*. This date is reported to the Department of Education for federal financial aid recipients.

• **Live virtual class attendance** (*Bb Collaborate* and *Second Life*) is required in this course as student presentations take place via these systems. There are also several optional class sessions, indicated in the schedule below.

- **Participation** is expected of all students whether the class is held in an online asynchronous or virtual environment via a synchronous (real-time) method.
- **Students are responsible for all missed course information.** No makeup opportunity for missed class sessions is provided.

Time Management
Time management in this course is critical. There is a **10-point deduction for** assignments turned in after the due date/time **up to 5-hours late. If an assignment is late, 5-hours or more, a grade of zero (0)** will be given for that activity. Extensions of time are granted at the discretion of the instructor and must be negotiated in **advance** of the due date/time.

Course Prerequisites & Requirements
The student must have Graduate Standing. Attendance and participation are required at each live session via *Blackboard Collaborate* and *Second Life* sessions as well as the asynchronous discussions in *Blackboard*. A *Second Life* account is required during the course (free online download required).

Students must have access to appropriate computer equipment and software. The computer and programs should be Windows based (7 or more current version is expected). Microsoft Office 2010 or more current software such as *Word, Excel* and *PowerPoint* are used with this course. Students are expected to access the Internet and a broadband/DSL speed is recommended, dial up Internet will create problems for access by the student. Students in the area also have access to the 24 hour/7-days per week computer labs on campus. Wireless connections may create difficulty with *Blackboard Collaborate* and *Second Life* a hard wire connection is recommended for those sessions.

Equipment recommended is a **two-wire headset and microphone** installed on the computer you will be using for the live online sessions. Using a USB style of headset and microphone are not as effective as the two-wire models. **Do not** rely on a desktop nor lap top microphone and speakers those will cause a feedback loop and create a problem for the session. These items may be purchased at places like the Book Store, Best Buy, Frys, etc. The headset and microphone equipment will be used during the live *Blackboard Collaborate* and *Second Life* sessions. Occasionally students have found that the earbuds such as those used with iPhone or iPad may also work just as effectively. You may wish to test your equipment during the first class session before purchasing additional headset and microphone.

You may also wish to **optionally** purchase a camera for your computer however, that **is not** a requirement for the course. Some laptops have them built in and that will work. The camera can also be purchased at various locations.

Course Topics
- Computer Literacy in Nursing an Overview
- Application Software - Education, Practice, Research
- Role of Nurse in development, implementation, and evaluation.
- Social & Ethical issues
- Internet - electronic highway
- Future of Computer Technology in Nursing

Teaching Methods/Strategies
Learning modules, experiential learning activities, multiple online discussions, student presentations and video development. Course content materials and intra-course communications are managed through *Blackboard*, UTA Mav email, *Bb Collaborate*, and *Second Life* systems.

Grading Policy

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A = 90-100   **B = 80-89**   **C= 70-79**
D=60-69 *(cannot progress)*   **F=<60** *(cannot progress)*

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Grades are extended to two decimals without rounding for the final grade. For example, a final course score of 89.99 is a B in the course.

Discussions, Assignments, and Projects are the major part of the course work and should receive appropriate attention. All material submitted for grading must meet the standards of graduate level work (content and format). All assignments are to be submitted electronically via Blackboard unless otherwise specified by the faculty. **UTA-CONHI Administration Title page** for each assignment is required unless otherwise specified. (See Blackboard for template).

For any reason course work requiring resubmission will be dropped up to one letter grade at the discretion of the clinical faculty and only a maximum of a B or 89% percent can be achieved on any work resubmitted.

Turn in only one copy of your work; all assignments are the property of the University. Students should make a copy of their work prior to submission. Assignments and Activities detail are located in *Blackboard*. Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see "Student Support Services," below.

Grades of incomplete are NOT automatically given when there are missing assignments at the end of the course. A student must discuss, with the faculty of record for the course, the reasons that an incomplete grade is being requested. This discussion must occur as soon as the student recognizes that a problem exists. Faculty members are not obligated to grant the use of an incomplete grade. With no prior discussion of the need for an incomplete, students not completing the required activities will receive the grade for the course based on the percentage of the required material submitted.

Drop Policy:

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/aao/fao/).

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Last Date Drop or Withdraw: - November 2, 2016 by 16:00

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Americans with Disabilities Act:

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS)   www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health

problems and make positive changes in their lives.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Non-Discrimination Policy: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.*

Title IX Policy: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit* www.uta.edu/titleIX *or contact* Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

Academic Integrity Policy
Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:
> *I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*
> *I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at https://www.uta.edu/conduct/.

Plagiarism
Copying another student's paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. **If five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author's name, date of publication, and page number of publication.** If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author's name and date of publication. If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are encouraged to review the plagiarism module from the UT Arlington Central Library via http://library.uta.edu/tutorials/Plagiarism.

Assignment and course grade penalties can occur with issues of plagiarism.

Plagiarism in this course is taken very seriously. Any breach of plagiarism in course assignments will result in counseling with the student by the Faculty/Coaches and possible reduction in the assignment and/or course grade to zero. This type of breach also may be reported to the UTA Office of Student Conduct by the faculty. This can affect a student's progression and enrollment at UTA.

Electronic Communication Policy

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

Student Feedback Survey

At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.

Final Review Week

For semester-long courses**,** a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located at the end of each hall in Pickard Hall. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/universitycollege/resources/index.php.

The English Writing Center (411LIBR)

The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

The Library's 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. http://library.uta.edu/academic-plaza

Student Success Faculty:

In order to assist masters nursing students who are at academic risk or who need academic support, there are graduate faculty members available to you. The goal of the success faculty members is to support student achievement in masters-level coursework so students can reach their educational goals. Students may contact a success faculty member directly, or a course instructor may encourage you to contact a success faculty member.

The success faculty in the MSN Program:

Dr. Donelle Barnes is available as a writing coach to assist students in the MSN Core courses; theory, research, and evidence based practice. Since these courses are writing intensive, Dr. Barnes can help students improve the clarity and organization of their written papers. She can be reached via email: donelle@uta.edu.

Dr. Mary Schira is available as a success faculty to assist with diverse resources that may include study skills, testing challenges/approaches, managing multiple responsibilities, and addressing personal issues impacting academic performance. Course content challenges may also be addressed, with referral to additional resources as indicated. Dr. Schira can be reached via email: schira@uta.edu.

Librarian to Contact:

Peace Williamson	Lydia Pyburn	Heather Scalf	Kaeli Vandertulip
817-272-6208	817-272-7593	817-272-7436	817-272-5352
peace@uta.edu	llpyburn@uta.edu	scalf@uta.edu	Kaeli.vandertulip@uta.edu

Contact all nursing librarians:
library-nursing@listserv.uta.edu

Helpful Direct Links to the UTA Libraries' Resources

Research Information on Nursing	http://libguides.uta.edu/nursing
Library Home Page	http://library.uta.edu/
Subject Guides	http://libguides.uta.edu
Chat with the Library	http://ask.uta.edu
Database List	http://libguides.uta.edu/az.php
Course Reserves	http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Catalog	http://uta.summon.serialssolutions.com/#!/
E-Journals	http://pulse.uta.edu/vwebv/searchSubject
Library Tutorials	http://www.uta.edu/library/help/tutorials.php
Connecting from Off- Campus	http://libguides.uta.edu/offcampus

The following URL houses a page where we have gathered many commonly used resources needed by students in online courses: http://www.uta.edu/library/services/distance.php.

College of Nursing Additional Information

Status of RN Licensure

All graduate nursing students must have an unencumbered license as designated by the Texas Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify the Associate Dean- Department of Graduate Nursing. The complete policy about encumbered licenses is available online at:
www.bon.state.tx.us

MSN Graduate Student Dress Code

The College of Nursing and Health Innovation expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. Students must adhere to the Dress Code Policy.

www.uta.edu/nursing/file_download/234/BSNDressCode.pdf   **Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in clinical.**

UTA Student Identification
MSN Students MUST be clearly identified as UTA Graduate Students and wear a UTA College of Nursing and Health Innovation ID in the clinical environment.

Blood and Body Fluids Exposure
A Health Verification form was signed by all MSN students at start of the program documenting personal health insurance coverage. All MSN students have mandatory health insurance and will need to manage exposure to blood and fluids. Current CDC guidelines can be found at: http://www.cdc.gov/

Ebola exposure
Please inform your faculty if you have been in contact with anyone who has Ebola/have traveled to a country that has Ebola virus.

Confidentiality Agreement
You signed a Confidentiality Form in orientation and were provided a copy of the form. Please take your copy of this Confidentiality Form with you to your clinical sites. **Please do not sign** other agency confidentiality forms. Contact your faculty if the agency requires you to sign their confidentiality form.

Graduate Student Handbook
Students are responsible for knowing and complying with all policies and information contained in the Graduate Student handbook online at: http://www.uta.edu/nursing/msn/msn-students

Student Code of Conduct
The University of Texas at Arlington College of Nursing supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the Student Handbook.

No Gift Policy
In accordance with Regent Rules and Regulations and the UTA Standards of Conduct, the College of Nursing has a "no gift" policy. A donation to one of the UTA College of Nursing Scholarship Funds, found at the following link: http://www.uta.edu/nursing/scholarship_list.php would be an appropriate way to recognize a faculty member's contribution to your learning. For information regarding Scholarship Funds, please contact the Dean's office.

Online Conduct
The discussion board should be viewed as a public and professional forum for course-related discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings should be professional in nature. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Inappropriate statements/language will be deleted by the course faculty and may result in denied access to the Discussion boards. Refer to UTACON Student Handbook for more information.
For this course Blackboard communication tools, discussion boards, and UTA MAV email will be used extensively and should be checked often.

Emergency Phone Numbers
In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. For non-emergencies, call 817-272-3381.

Course Evaluation

Course evaluation is a continuous process and is the responsibility of both the faculty and the students. Ongoing feedback (formative evaluation) is the only way to improve the course and to assure that it meets your needs and those of the discipline of nursing. It is your responsibility to give immediate, constructive feedback regarding class structure and process. Formal evaluation of the course and the instructor occurs at the end of the course. You will receive instructions at your University of Texas at Arlington e-mail address about how to complete the course evaluations online. Your ratings and comments are sent to a computer not connected to the College of Nursing, and faculty members do not receive the results until after they have turned in course grades.

Dress Code

Realizing the importance of presenting a professional image as a manager/executive the following have been developed as guidelines when representing the UTA College of Nursing to the community including all nursing administration practicum and activities.
Professional business attire is always required.

This eliminates all casual clothes including sandals, flip-flops, jeans, tank tops, etc. for both men and women (regardless of what others may wear.). Men should wear a minimum of slacks and a shirt and tie. Jewelry should be at a minimum meaning one set of (conservative) earrings and no "extra" piercings should be showing. Nails should be clean and neat.
A NAME TAG is <u>required</u> in all agencies identifying you as a UTA Student. You may use your MAV card in a plastic sleeve as a name tag. There are **no exceptions** to this requirement.

If you are to be in an area that <u>requires</u> you to wear scrubs such as in the OR or L&D areas, **you <u>must</u> wear business attire to the agency and then change your clothes.** If there is any doubt as to what you are to wear, please discuss with your faculty. Remember, this is you opportunity to present yourself as a professional to enhance your career and dressing professionally gives the image of one who is serious and capable.

Department of Graduate Nursing

Judy LeFlore, PhD, RN, NNP-BC, CPNP-PC & AC, ANEF, FAAN Interim Associate Dean Chair, Graduate Nursing Programs Director, PNP, ACPNP, NNP Programs Pickard Hall Office #518 Email address: jleflore@uta.edu	**Kathy Daniel, PhD, RN, ANP/GNP-BC, AGSF** Associate Chair, Graduate Nurse Practitioner Programs Pickard Hall Office #615 817-272-0175 Email address: kdaniel@uta.edu
Lauri John, PhD, RN, CNS Associate Chair, Graduate Educator and Administration Programs Pickard Hall Office #519 817-272-0172 Email address: ljohn@uta.edu	**Rose Olivier** Administrative Assistant I Pickard Hall Office # 605 (817) 272-9517 Email address: olivier@uta.edu
Janyth Mauricio (Arbeau) Clinical Coordinator Pickard Hall Office # 610 (817) 272-0788 Email address: janyth.mauricio@uta.edu or npclinicalclearance@uta.edu	**Angel Trevino-Korenek** Clinical Coordinator Pickard Hall Office # 610 (817) 272-6344 Email address: angel.korenek@uta.edu
Janette Rieta Administrative Assistant – NADM, NEDU Pickard Hall #510 817-272-1039	**Christina Gale** Support Specialist I (Assisting Vivian and Rose) Pickard Hall Office #510 817-272-1039

jrieta@uta.edu	Email address: christina.gale@uta.edu
Graduate Advisors:	
Campus-based Programs: **NP Students with last Name A-L and Post** **MSN Certificate NP Program Students:** Sheri Decker, Graduate Advisor III Pickard Hall Office # 611 (817) 272-0829 Email: s.decker@uta.edu	**Campus-based Programs:** **NP Students with Last Name M-Z and ALL NNP** **Program Students:** Luena Wilson, Graduate Advisor I Pickard Hall Office # 613 (817) 272- 4798 Email: lvwilson@uta.edu
Off –campus (AP) ADM/EDU/FNP **Students with last name A-L** Lisa Rose, Graduate Advisor II Pickard Hall Office #628-B 817-272-9087 Email: lirose@uta.edu	**Off –campus (AP) ADM/EDU/FNP** **Students with last name M-Z** Caitlin Wade,Graduate Advisor II Pickard Hall Office #631 817-272-9397 Email: cwade@uta.edu

Miscellaneous Information

Inclement Weather (School Closing) Inquiries: Metro(972) 601-2049
Fax Number - UTA School of Nursing: (817) 272-5006
        Attn: Graduate Nursing Office
UTA Police (Emergency Only): (817) 272-3003 or dial 911

Mailing Address for Packages: UTA School
        of Nursing C/O Dr. Joy Don Baker 411
        S. Nedderman Drive, Pickard Hall 522
        Arlington, Texas 76019-0407

Writing Guidelines

The *APA Publication Manual* is the guide used in the College of Nursing. It is expected that all writing will be completed using the style and format described in the *APA Publication Manual*.

- **The Basics of APA Style** at http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx
- **Harvard Graduate School of Education** at http://gseacademic.harvard.edu/~instruct/articulate/APA/player.html
- **The Ohio State University: How do I cite resources** at http://library.osu.edu/sites/guides/apagd.php
- **Purdue Online Writing Lab** at http://owl.english.purdue.edu/owl/resource/560/01/
- See also the required **UTACON Nursing Administration title page** in the folder labeled *Resources/Course Materials/Documents/APA Format Information and Samples.*

Students in the MSN program are expected to purchase a copy of the most recent Publication Manual of the American Psychological Association. APA style manual will be used by the UTACON with some specific requirements for graduate courses. Please use this template for all papers in this course. A *Microsoft Word* version of this template is also located in Blackboard for your convenience.
http://www.uta.edu/nursing/msn/apaformat

Save copies of all of your work! Create a folder on your computer that is specifically for this course. As you create a new document for each assignment, save it in your course folder, and then submit it by the due date.

General Guidelines for All Written Work

These guidelines have been developed to help students know the mechanics of writing a paper. The 6th Edition APA Manual (2010) is to be used in conjunction with the guidelines to demonstrate referencing style, levels of headings, and proper ways of including direct quotations in the paper. The APA Manual also gives additional information about grammar and punctuation, use of numbers and abbreviations, and development of tables or figures, which should be helpful in developing any paper.

1. Each paper should have a formal title page (see UTA-CONHI Template in *Blackboard* Course Resources). It is recommended that the template within this course be downloaded and saved then used as the bases for writing the papers.
2. Pagination: Page numbering starts with the title page and continues through to the reference list and appendices. Arabic (1, 2 etc.) numbers are used.
3. Margins are to be 1 inch on all sides. Text should be left justified only. This means that the right margin may appear irregular. If a word is too long to be completed on one line, it should not be hyphenated.
4. Type size and font: Type should be Times New Roman font and 12 characters per inch (12 point).
5. Spacing: Double spacing is used for the body of the paper. Single spacing may be used in tables and figures only. **DO NOT** leave any blank lines between paragraphs or sections. No triple spacing. **DO NOT** single space in between references on the Reference page. **DO** double-space the entire list of references.
6. Headers: Running headers are expected in APA 6th Ed.
7. Headings within the paper are essential. First develop an outline of your paper and count the number of levels you plan to incorporate. Grading Criteria Sheets are helpful in determining appropriate headings for specific assignments. See the APA Manual for further guidance.
8. Please remember the title of the paper should also appear on the first page of the text and should be the same as that on the title page. The title is not a heading and **is not counted** in the levels of headings.
9. An introduction without heading (simply start the introduction under the title of the first page of the text) and conclusion/summary with heading is expected for all papers in this course. There should not be a heading over the introduction however there should be one used for the Conclusion section of the paper.
10. Quotations: In general, avoid the use of direct quotes. Re-state the point in your own words and include the appropriate citation. For ways to properly cite quotations of greater than 40 words, see the *APA Publications Manual*. However, keep in mind lengthy quotes are not what these papers are about, it should be your voice and opinions that are well supported by the literature that you have sought out and properly cited.
11. Reference list: See the *APA Publications Manual*. The reference list includes only the references cited within the text of the paper. Double space the references do not use single spacing. Do not add additional line spacing between references.

Note: Be sure the paper you submit for grading is complete, since that is the paper that will be graded.

Class Tentative Dates & Locations

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves
the educational needs of the students enrolled in this course. Joy Don Baker
(Final schedule in Bb by first day of class)

09:00-16:00, Wednesdays for Live Sessions: Campus classroom, Bb Collaborate, or Second Life.

Some sessions will not last the full length designated, however; all will start at the scheduled time.
(Rm TBA, *Bb Collaborate* or *Second Life*)

Week #	Begin Date	End	Class Day	Location	Modules/Content
1	8/25	8/28		Online	01: Getting Started & Introduction
2	**8/29**	**9/4**	**8/31**	**Pickard Hall TBA CLASS 8/1 Wednesday**	02: Nursing Informatics Course Overview & Processes
3	9/5	9/11		Online	03: Word Processing 04: Presentations, Webcasts, & Posters 05: Distance & Continuing Education
4	9/12	9/18	**9/21**	***Bb Collaborate-1***	06: Webpages, Blogs, Social
5	**9/19**	**9/25**		Online	07: File Management & Organization
6	9/26	10/2	**9/28**	*Bb Collaborate-2: Optional Lab*	08: Spreadsheets
7	**10/3**	**10/9**	**10/5**	***Second Life Class in Morning*** & *Bb Collaborate-3: Optional Lab in afternoon*	09: Virtual Learning Environment: *Second Life®*
8	**10/10**	**10/16**	**10/12**	***Bb Collaborate-4: Webpages Presentations***	10: Databases
9	10/17	10/23		Online	11: Computer Applications for Nsg. (PDAs, Wikis, etc.)
10	10/24	10/30	**10/26**	*Bb Collaborate-5: Optional Lab*	*Independent Work*
11	10/31	11/6	**11/2**	***Bb Collaborate-6: Yellow Pages Presentations*** *Last day to drop 11/2*	*Independent Work*
12	**11/7**	**11/13**		Online	12: Social & Ethical Issues
13	**11/14**	**11/20**		Online	
14	11/21	11/27		**THANKSGIVING**	**No Class**
15	**11/28**	**12/4**	**11/30**	***Second Life Event: Time TBA*** *(Last day of classes Dec 7)*	13: Impact & Future Issues 14: Course Evaluations

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Course Schedule & Due Dates/Time

*Make **initial** posts by Tuesday of each week and **respond frequently** to peers with **thoughtful, substantive, and scholarly** responses **well supported with the literature** throughout each week.*

Numbers in front of components reflect a Module # for faculty use.

Component	Due Date/Time
Week 1 - ONLINE: Begins **8/25/16** & Ends **8/28/16** *Getting Started & Mod 1 Introduction*: Learning about the Course, *Blackboard*, Test your skills, Syllabus, Plagiarism & Computer Survey.	**Complete by:**
01 View the Instructor's Welcome Video (Baker)	23:59 Sunday
01 Review the course syllabus, schedule, and didactic assignments.	23:59 Sunday
01 Complete the assigned readings	23:59 Sunday
01 View the Instructor's Webcasts: (Baker)	23:59 Sunday
01 Computer Competency Validation Form	23:59 Sunday
01 Student Information Form	23:59 Sunday
01 Computer Skills Survey Part 1	23:59 Sunday
01 Syllabus Quiz must achieve a score of 100% for credit.	23:59 Sunday
01 APA Quiz	23:59 Sunday
01 Plagiarism Attestation Assignment	23:59 Sunday
09 Obtain & Post *Second Life* Avatar	**23:59 Sunday**

Component	Due Date/Time
Week 2 - Pickard Hall Rm TBD: CLASS 8/31 Begins **08/29/16** Ends **09/04/16** **Module 2: Nursing Informatics Course Overview & Processes Photos will be taken during class**	**Complete by:**
02 Complete the assigned readings	23:59 Sunday
02 View the Instructor's Webcasts (Baker)	23:59 Sunday
01 Develop a personal Learning Contract & Plan Part 1	23:59 Sunday
02 Post to the **Small Group** Discussion Board: Nursing Informatics	**23:59 Initial post by Tuesday or earlier **********
02 Small Group Facilitator post summary to **Class** Discussion Board	23:59 Sunday
Attend & Participate in class session in Pickard Hall TBA	09:00-16:00 Wednesday *******

Component	Due Date/Time
Week 3 - Online: Begins **09/05/16** Ends **09/11/16** **Modules 3-5 Word Processing; Presentations; Webcasts; Posters; & Distance & Continuing Education**	**Complete by:**
03-05 View the Webcasts	23:59 Sunday
03-05 Complete the assigned readings	23:59 Sunday
03 Assignment: Microsoft Word Exercise Activity	23:59 Sunday
05 Assignment: Educational Materials	23:59 Sunday
04 Post to the Small **Group** Discussion Board: PowerPoint Templates	**23:59 Initial post by Tuesday or earlier **********
04 Summary posted to **CLASS** Discussion Board	23:59 Sunday
05 Post to the Small **Group** Discussion Board: eLearning, Distant Education, & CE	**23:59 Initial post by Tuesday or earlier **********
05 Summary posted to **CLASS** Discussion Board	23:59 Sunday

Component	Due Date/Time
Week 4 - Bb Collaborate – 1: Begins **09/12/16** Ends **09/18/16** **Module 6: WebPages/Blogs/Social Networking**	**Complete by:**
06 View the Webcasts (Hough)	23:59 Sunday
06 Complete the assigned readings	23:59 Sunday
06 Review all Resource Materials	23:59 Sunday
05 Assignment: Internet Search & Quiz Development	23:59 Sunday
04 Post to Class Discussion providing Feedback for improvement on Student poster drafts.	**23:59 Tuesday – Post Draft Poster***** **23:59 Sunday - Feedback**
Attend & Participate in Bb Collaborate-1 Live Class session	**09:00-16:00 Wednesday ********

Week 5 - Online: Begins **09/19/16** Ends **09/25/16** **Modules 7 File Management & Organization**	**Complete by:**
07 View the Yellow Pages Webcasts/Handouts (Hough)	23:59 Sunday
07 Complete the assigned readings	23:59 Sunday
04 Assignment Poster	23:59 Sunday
04 Post to CLASS Discussion providing Feedback on Webcast slides (voice over is not due at this time only the slides)	**23:59 Tuesday ***** Post slides** **23:59 Sunday ***** Feedback**

Week 6 - Bb Collaborate – 2: Begins **09/26/16** Ends **10/02/16** **Modules 8 Spreadsheets**	**Complete by:**
08 View the Spreadsheet Webcasts (Turpin)	23:59 Sunday
08 Complete the assigned readings	23:59 Sunday
08 Assignment: Excel Spreadsheet	23:59 Sunday
04 Assignment: Webcast Development to Drop box & Disc Board	23:59 Sunday
04 Discussion: Comment on Student Webcasts	23:59 Sunday
Attend & Participate in Bb Collaborate 2 Live Optional Lab session	**09:00-16:00 Wednesday ********

Week 7- Bb Collaborate – 3: Begins **10/03/16** Ends **10/09/16** **Modules 9 Virtual Learning Environment** *(Second Life)*	**Complete by:**
09 View Webcasts (Baker)	23:59 Sunday
09 Complete the assigned readings	23:59 Sunday
06 Discussion: Feedback on webpage development	**23:59 Tuesday ***** Post URL** **23:59 Sunday ***** Feedback**
Attend & Participate in the Second Life Class session Morning & Bb Collaborate3 Optional Lab Session Afternoon	**09:00-16:00 Wednesday *******

Week 8- Bb Collaborate – 4: Begins **10/10/16** Ends **10/16/16** **Module 10: Databases**	**Complete by:**
10 View the Databases Webcast (Hough)	23:59 Sunday
10 Complete the assigned readings Module 10	23:59 Sunday
10 Assignment: Database	23:59 Sunday
06 Discussion: Post to Student Blogs **Content** relevant to the Student's Topic	23:59 Tuesday
06 Discussion: Feedback on Student developed Blogs	23:59 Sunday
Attend & Participate in the Bb Collaborate4 Webpage Presentations	**09:00-16:00 Wednesday *******

Component	Due Date/Time
Week 9 – Online: Begins **10/17/16** & Ends **10/23/16** **Module 11: Computer Applications for Nursing (PDAs, Wiki's, etc)**	**Complete by:**
11 View the Instructor's Webcasts (Leflore)	23:59 Sunday
11 Complete the assigned readings	23:59 Sunday
06 Assignment: Webpages	23:59 Sunday
06 Group Exercise: Wikis	**23:59 Tuesday *****Initial submission** 23:59 Sunday

Component	Due Date/Time
Week 10 – Bb Collaborate 5: Begins **10/24/16** & Ends **10/30/16** **Independent Work**	**Complete by:**
06 Assignment: Blog Development	23:59 Sunday
Attend & Participate in the Bb Collaborate 5 Optional	**09:00 Sunday**

Component	Due Date/Time
Week 11 – Bb Collaborate- 6: Begins **10/31/16** Ends **11/06/16** **Independent work**	**Complete by:**
09 Assignment: SL Case Study	23:59 Sunday
07 Presentation: Yellow Pages	**09:00 Wednesday**
07 Discussion: Post Top Five Yellow Pages Pick Handouts	23:59 Wednesday
06 Attend & Participate in the Bb Collaborate 6 Yellow Pages	**09:00 Wednesday**

Component	Due Date/Time
Week 12 – Online: Begins **11/07/16** & Ends **11/13/16** **Independent Work**	**Complete by:**
07 Assignment: Yellow Pages Deliver CD/Flash drive to Dr. Baker's office 520B	**17:00 Wednesday**
07 Assignment: Yellow Pages Paper	**23:59 Wednesday**

Component	Due Date/Time
Week 13 – Online: Begins **11/14/16** & Ends **11/20/16** **Module 12: Social & Ethical Issues of Informatics**	**Complete by:**
12 View the Instructor's webcast: Baker Social Boundaries…	23:59 Sunday
12 Complete the assigned readings	23:59 Sunday
12 Discussion: Small Group Social/Ethical Issues of Informatics	**23:59 Tuesday******* initial post or earlier**
12: Discussion: Class Social/Ethical Summary	**23:59 Sunday**

Thanksgiving

Componen	Due Date/Time
Week 15– Second Life: Begins **11/28/16** & Ends **12/04/16** **Module 13: Impact & Future Issues of Informatics**	**Complete by:**
13 View the Instructor's Webcast: Baker	23:59 Sunday
13 Complete the assigned readings	23:59 Sunday
09 SL Group Project Assignment	**23:59 Sunday**
14 Computer Skills Survey Part 2	23:59 Sunday
14 Self-Evaluation Part 2/Learning Contract II	23:59 Sunday
13 Discussion Future Small Group Discussion	**23:59 Tuesday ***** initial post**
13 Discussion Future Class Summary	23:59 Sunday
14 Course Evaluations	Via UTA Email
09 Attend & Participate in the Second Life CE Event (Live Session)	**TBA*****

N5308 Nursing Informatics
Computer Competency Validation

Directions

This is a self-paced learning exercise that will guide you through the steps of the computer skills validation. Think of it as a web-based scavenger hunt or refresher if you have used the features before. Just follow the instructions and read the information on *Blackboard*. If you have any questions, please contact me. This particular Assignment can be downloaded, saved, completed, and uploaded to the associated drop box. *Blackboard* should be accessible to you about one week prior to the first week of school. Students who work through this process prior to the first day of class generally are better prepared for the class session after exploring *Blackboard*. Have fun with the process!

UTA Help Desk Phone: 817-272-2208
If you cannot get into *Blackboard*: you may email helpdesk@uta.edu, include your NTID, nature of the problem and a telephone number.

Access to *Blackboard* is available generally about 1-week prior to the start of class and approximately 24 hours after your individual registration for this course.

Steps:
1. **Accessing the Internet**:
   - Log on to any **UTA campus computer**: (if working from home go to the next bullet)
     i. Using your Student UTA exchange ID or username (also called NT ID). This is the first, middle and last initial and the last four numbers of your SS# *fmlssss* all in lower case. If you do not have a middle name, you will place an "x" between your first and last initial.
     ii. Type in your password when asked (you may change this later): this is your birthday and first two digits of your SS# all in lower case. *mmddyyss*
     iii. Open the Mozilla Firefox browser, type http://elearn.uta.edu in the address bar and select "go." This will take you to the UTA *Blackboard* server home page.
   - **From home** (or non campus location).
     Open the Mozilla Firefox browser, type http://elearn.uta.edu in the

address bar and select "go." This will take you to the UTA *Blackboard* server home page. Note: If you access the Internet routinely through a server as AOL or Internet Explorer it is recommended that those be minimized and open in Mozilla Firefox to work with *Blackboard*. If you find you have difficulty with one browser try another and also try deleting your cache memory, make sure you are using the latest version of Java. If working from your employer's systems sometimes popup blockers can interfere with access.

2. **Accessing *Blackboard* (Bb)**: Enter your User Name. The User Name is the same as the Campus User ID (formerly called NT ID) that you used to login to the UTA campus computer in Step 1 above or ***fmlssss***. Next, enter your password. Your *Blackboard* default password will be exactly the same as your default Campus password or ***mmddyyss***.

   Alert: if you forget your password, Faculty, cannot help you. You must physically go to the UTA Library with your ID to show you are who you say you are, to get your password reset.Please test that you can log in on campus both to the computer and to Blackboard prior to the first day of class.

3. Down the left side is the list of *Blackboard* courses you are enrolled for this semester. The N5308 Informatics course name shows up as a link that will take you to the Course Home Page.

   Click on "**NURS 5308 Informatics**" the designated course link for this course and complete the validation process.

4. The course opens to the Announcement page. Review all new announcements.
5. Review the Getting Started page for the course. This is the location where the Syllabus and schedule are located for the course and has other important page offers a basic overview of the *Blackboard* Course Tools.

6. Locate the Syllabus & Schedule link and verify the schedule for assignments this semester. When are the various assignments and quizzes due?

7. Complete Week 1. Open all folders under the week materials reviewing the Objectives and the Reading materials and any webcasts/media provided. Complete all Assignments and Quizzes for the week by the designated due dates/time.
   - Download the form to a Disk, Flash Drive, or the Desktop
   - Complete the Form and save to a new filename (Make sure you delete before leaving if working from a public computer if saved to the Desktop).
   - Post the Completed Form in the designated Assignment location following the upload procedures in Blackboard.
   - You may have a small group Discussion Boards for this course. They will generally be identified as Group 1, Group 2, etc.

8. Locate the following:
   - GRADES. (Some grades may be maintained outside the system, once graded they will be uploaded to the GRADES in *Blackbaord*).
   - Communication Tools
     i. Student Resources: Discussion Tips/Hints & Grading Rubric
     ii. Discussions (asynchronous discussions) & Groups which are small group discussion board locations.
     iii. Email: you may send emails to any one registered in the course from this

location and it will be sent to the UTA Mav email account and you have the option of sending yourself a copy of the message you have sent. No sent nor replies are maintained in the Blackboard environment for email.
- Modules: The schedule provides the sequence for completion of the Modules.
- Live Session Information
- Resources
    i. APA 6th
    ii. Library, Writing, Search, Copyright, etc.

9. Once you have familiarized yourself with the navigation of the *Blackboard* course materials go to the Café Hauz discussion board for read the introductory message. When you are ready, post a message in response to my opening message. Remember to post your message as a reply so that it will remain "threaded" in the discussion under the Welcome subject. Explore all of the discussion tools features such as *Search, Discover Content, Collapse All, Expand All, etc.* these allow you to manage your discussion board and locate items more quickly.

    NOTE: Do not create a *New Forum* as that creates a New Discussion Board, however, **Do open the designated discussion board** and **you may create a *New Thread*** if it is appropriate for the various content being discussed.

    Within the Discussion/Forum you may type your message in the message box and you may also attached documents for others to view. For graded discussions please use the text box for messages as sometime it is difficult to see the attachments and they may not be evaluated when grading. Attachments work for uploading articles that you wish to share with your peers. Test the attachment process in the Welcome discussion board by uploading a Word document of your choice that might be of interest to the class.

10. Go to the email section of Blackboard and click on your inbox. Next,
- Click on the button that says compose mail message.
- Click the "Select Users"
- Click one student from the course and send them an email. Then click on the right arrow to add them to the selected box.
- Enter a subject in the subject line and compose a brief message then
- Click Submit

11. Go to UTA email and check to see if you have any mail from your classmates in the course.
- Read it if you do.
- Reply to their message.

12. Complete the Assignments for Week 1 date(s) posting all to the correct locations.

13. Log off the computer and you are finished. Congratulations!

N5308 Nursing Informatics
Computer Competency Validation

Student Name

Competency	Date Completed
Log onto Blackboard (http://elearn.uta.edu)	
Locate assignments (Record Learning Plan Assignment due date: _____	_____
Navigate through course architecture to complete scavenger hunt: • Review Getting Started • Syllabus includes Schedule	_____

• Review All folders under Week 1
   o Objectives
   o Readings
   o Assignments
   o Quizzes
	_____

• Communication Tools
   o Tips/Hints & Grading Rubric
   o Discussions
       ■ Main
       ■ Module Summary Boards
   o Small Group boards
   o UTA eMail
	_____

• Live Sessions: provides links to the *Bb Collaborate* sessions	_____

• Resources
   o APA 6th includes the required title page template
   o UTA Library, Nursing Subject Guide, Helen Hough Librarian
   o Google
   o Track Changes and Comments
	_____

View & Read Orientation Discussion Hints	
Participate in an online discussion & post an attachment	
Locate grades page	
Send & Retrieve a private email message	
Log off	

Download the Form from the Week 1 Assignment location in *Blackboard*.
Save to a new file name with your last name first. For example:
Smith_ComputerValidation.doc
Complete and Upload the form back to the Week 1 Assignment Drop Box.