VIDEO TRANSCRIPT: Course Room Tour

00:01 Delena Price: Hello, my name is Delena Price. I'm a Capella advisor and a Capella learner. As a learner, you spend much of your time in Capella's online Course Room, so we designed our Course Room to keep your weekly coursework front and center to help you stay up to date in your course and quickly find what you need. Before we get started, note that Firefox and Chrome are preferred browsers for the Capella Course Room. Let's start the tour.

00:29 DP: When you enter a course, you arrive at the Course Updates page. This page is a snapshot of recent activity in your course. It shows messages sent to you, announcements from your instructor, current course discussion and grading activities, and upcoming assignments. On the left are links to the course content and tools. The Getting Started page is where you begin on day one of your course. It list important steps to complete and information to review to help you get off to a good start.

01:11 DP: There's also a discussion forum you will use to introduce yourself to your classmates and instructor. Every Capella course is organized into units. Each week, you will be responsible for completing the work contained in the unit. The unit contains all of the required activities for the week, text and articles to read, multimedia, discussions, and assignments. Use the expand/collapse feature to see all the activities at once, or focus on one activity at a time. Be sure to check out the Updates and Handouts and Ask Your Instructor links at the bottom of every unit page. This link to discussions where your instructor may post additional information, and where you can ask questions about the unit activities. Links under the Notification section take you back to the Course Updates page. Exchange private messages with your classmates and instructor, and see announcements posted by your instructor.

02:11 DP: Important information about your grades is summarized in one spot, the My Grades section of the Course Room. It shows your current course grade plus scores for all your graded discussions and assignments. Links from here also let you open graded assignments and discussions and see your instructor's feedback.

02:33 DP: Frequently used course tools are available in the Course Tools menu. The tools available here may vary from course to course, but will always include Discussions, My Meetings, and Turnitin. A tool that helps you make sure you have correctly cited your sources. As you work through your courses, save early and often. If you need to leave your computer, remember to save your work. And if you get stuck, remember that the Course Room tutorials and technical support are always just a click away.

03:02 DP: This concludes our tour of the Capella Course Room. Watch the rest of this presentation for a closer look at the Course Room features and tools, and how to use them. You'll be better prepared for your coursework and for a successful online learning experience.

03:19 DP: Every course opens on the Course Updates page. Use this page to navigate your course, and quickly see all the recent course activity. Check the My Announcement section each time you return to the Course Room. It shows announcements your instructor has posted in the past seven days. To see a list of all announcements, click more announcements. To see announcements from
your school and Capella, click View All.

03:50 DP: Next, keep an eye on the Course Updates section. A notification will appear here, if there are new discussion posts to read or if someone has responded to one of your posts. Finally, there's the To Do section. This section helps you keep track of your assignments. It lists upcoming due dates and any assignments that are past due. Keep in mind that there may be due dates for other activities such as discussions or meetings that are not listed here. Be sure to check your syllabus and instructor expectations regularly, so you don't miss anything. If you have questions about anything that appears on this page, use the Ask Your Instructor discussion forum or Messages to contact your instructor.

04:39 DP: At Capella, hiding in the back row of the class isn't an option. Participating regularly in discussions is an important part of your learning experience and your final grade. Start by reading the Discussion description, and the Response Guidelines in the unit. Then open the Discussion Participation Scoring Guide for a detailed breakdown of how you will be graded on this discussion. The guide also tells you how much your cumulative discussion participation grade contributes to your final grade for the course.

05:14 DP: When you're ready to participate, click the Discussion title. This will take you to the discussion forum. To post your response to the discussion question, click Create Thread. Enter a subject, and type your response in the message box. The message box uses standard text formatting tools. You can also directly embed links and media or include attachments in your response. You may want to compose your response in Word then copy and paste it here. To make that easier, click full screen for a larger space and paste the response. Then click full screen again to return to the submission screen. Finally, click Submit to post your response to the discussion.

06:05 DP: To be sure it has posted, look for a confirmation message and verify that your response appears at the top of the list. Check back often to read your classmates' contributions. To see other threads in the discussion, click Tree View. To respond to a classmate's post, click the Post title, then click Reply. A new message box appears in line with the discussion thread. Type in your response. When you're finished, click Submit. Discussions in the Course Room can get confusing with multiple threads and replies. To easily move between individual threads and the main topic, use the links at the top of the page to navigate. For example, to return to the main forum for this particular discussion, click the link that begins with forum. This allows you to see all threads in the selected forum and to pick a new thread to view. To see other discussions for your course, select Discussions from the Course Tool section. If you have questions about a discussion, use the Ask Your Instructor discussion forum or Messages to contact your instructor.

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07:29 DP: In every course, you will complete and submit your assignments to your instructor to receive feedback on your performance. At Capella, we've made it easy for you to submit assignments. Instructions for course assignments are located in the Unit Activities. Resources are available to help you complete each assignment. These may be web resources, guides, templates, or other tools and aids. In addition, every assignment has its own scoring guide. The scoring guide explains exactly how your instructor will evaluate your assignment. When you're ready to submit an assignment, click the Assignment title, click Start New, then click Browse My Computer, select your file, and click Open. Be careful to select the right file. If you upload the wrong file, your instructor must reset the assignment before you can submit another one.
08:34 DP: Use the Comments box if you want to include a brief note to your instructor. When you are finished, click Submit to officially turn in your assignment. Be sure to wait for a confirmation message verifying that the submission was successful. To see your graded assignments and read detailed feedback from your instructor, click My Grades. Click the Assignment title, then click Scoring Guide to view your ratings and feedback. You can also access the instructor feedback from the assignment title, then click Scoring Guide. If you have questions about an assignment, use the Ask Your Instructor discussion forum or Messages to contact your instructor.

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09:30 DP: Every Capella course offers an opportunity to enrich your experience by building an online community with your classmates and instructor. A great way to get to know each other is by uploading a photo to your blackboard profile so you can see who you're talking to in the discussion forums. To get started, click your name in the top right corner. Then click the icon next to Courses to access your My Blackboard Profile. Enter your preferred email and click Submit. Now, you're in your My Blackboard Profile. Click Change Picture, then click Upload New. Find the photo you would like to use. The photo will be small in the Course Room, so choose one focused on your face. Select your photo, click Open. Next, use the cropping box to select the part of the photo you want to show. When you're done, click Change Picture. If you want, indicate what you are studying and share a little bit about yourself here.

10:41 DP: You can also configure your privacy settings. We suggest you keep the recommended My Institution setting however, so your classmates and instructor will be able to see your profile. When you're ready, click Submit. You will then be directed back to your list of courses. Keep in mind that My Blackboard Profile is limited to the Course Room and only displays photos and information. To connect with your instructor and classmates outside the Course Room, use your iGuide profile.

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11:22 DP: The University Orientation Seminar gives you an inside look at what to expect as a Capella learner. Learners who invest the time to complete the seminar feel more prepared for their first course and have a better experience throughout their academic program. The seminar is held in Capella's Online Course Room so you'll get plenty of online practice before your first course. You participate in discussions and learn how to submit assignments. If you haven't ordered your course materials, we'll show you how to use our online bookstore and eBooks. You will learn about Capella's educational and grading models and review important policies and procedures.

12:01 DP: We'll introduce you to the people at Capella who are here to support you in your program, and help you to start building your own support network. You'll learn where to find helpful academic resources at Capella, and get to know iGuide, the library, the Writing Center, and more. Throughout the seminar, you'll take advantage of self-assessments and tutorials to identify your strengths and opportunities for growth. Finally, we'll help you prioritize your academic goals, and plan for continuing development.

12:31 DP: We've reached the end of this presentation, and if you're ready, the beginning of your Capella education. Before you begin your first course at Capella, take the time to fully explore the University Orientation Seminar and practice using Capella's Course Room tools. The seminar is facilitated by an instructor, so you have help available when you need it. If you get stuck, ask your instructor for assistance. You'll enjoy greater success in your first course and throughout your academic journey.