<h1 style="text-align:center">WELCOME TO ANTHROPOLOGY OF AMERICAN LIFE CLASS</h1>

Begin the Course by reading this page and completing the orientation assignment below.

This will give you a brief introduction to Vista, to the course, to each other, and to me.

You might find it more convenient to review the site with a printout of this page in your hand. To print this page (or any other course page), first click on the page (to make sure it is selected) and then click on your browser's printer icon or on Print from your browser's pull-down File menu.

Where To Go From Here

1. Look around the Home Page.

If you are an old hand at Vista, skip Numbers 2 and 3 and go immediately down to Number 4. [But do note that the company WebCT has been bought by Blackboard, which was then bought out by Vista, so now where you used to see the name WebCT, you now see Blackboard/Vista]

If you are new to Vista, take a look now at the home page and note the following sections:

•	The Logo Field is the field along the very top of the page. On the upper left is the BCC logo. Under that is the title of the section you are in. To the upper right are three links, to My Blackboard, Accessibility, Help, and Log Out. There's a lot of information on your My Blackboard that you might want, but you don't have to close your browser and log in again to get back there. Just click that link. The Help link is available on most pages and the help files it brings up are case sensitive and surprisingly helpful. You don't have to log out to quit. Just close your browser, but if you need to leave your computer with the browser still running, log out so no one else can access your personal information.

•	The Tools Field is a strip of icons just below the logo field. The important course tool icons: Course Content, Mail, Discussions, Announcements, Media Library and My Grades (More Tools). You won't see any grades, yet of course, and we will deal with Mail and Discussions below. As to Announcements, new announcements will pop up when you enter the classroom, but if you want to read them again, you will have to click on this Announcements icon. The announcements have not disappeared, they have just been archived here.

•   The Course Banner and the Icons Field completes the Home Page. The icon Welcome leads to course documents of various kinds and will be explained next -- but if you are new to Vista…..

2. If you are new to Vista, check out the My Blackboard Bookmarks and take the **"Vista Tutorial."**

If you are new to Blackboard (or are a returning student but haven't seen this version before), and especially if your computer skills are a little shaky, you should take the Vista Tutorial. Click on the My Blackboard link to take you back to the My Blackboard entry page and check out the bookmarks and other information.

You can also access the Vista Tutorial through the Distance Education website at (http://distance-ed.bcc.ctc.edu/classroom.asp).

3. Print the Course Syllabus and Other Documents.

Here's how. Return to the Homepage and click on the Welcome icon.

•   Click on the Course Syllabus listed on the left menu. Then click anywhere on the syllabus just to make sure it is selected and then click on your browser's print icon. You might also use File | Print or right-click and print (if you are not on a MAC).

•   Click on the Course Calendar and print two copies of the calendar. Pin one copy of the Calendar on your wall next to your computer so you will always know where we are in the course whether your computer is up or not. The calendar will also give you most of the reading assignments well in advance. (Short additional readings are often given on the weekly assignment pages.) Three-hole punch the second and put it in your ring-binder notebook, just as though you were in an on-campus class.

•   Print all the rest of the documents in the Welcome folder before the end of the week and add them to your notebook, but skim through them now. You will need the information for the following exercises.

4. **Check out the Vista Tips.**

After you have taken the tutorial and explored the classroom a bit, return to the Homepage.

• Click on Tech Tips. That module has several pages about how to post messages to the Discussion Topics and to e-mail, how to print and save pages, and how to work with a word processor or HTML editor to prepare your commentaries and discussion. You will probably find that Vista 4.0 is so similar to Vista 3.0 and also so intuitive, that you'll figure out how to do most things just by poking around.

5. **Send Me an Email** and Tell me that you have read the documents in the Welcome folder.

• Go to Blackboard Mail by clicking on the Mail icon in the Tools Field. In the mailroom, you send messages to me or with anyone else in the class, but you cannot send messages to people outside or receive them from outside the course.

• Begin a message to me. Click on the gray box that says "Compose Message."

• Address the message (the "To" field) by clicking on the Browse button. A list of course participants will appear. Go down the list until you find the instructor's name and put a check in the "To" box. Then click on "Save." You should see only the instructor's name in the "To" window. Don't send a copy (CC or BCC) to anybody. You must use Browse to address messages. You cannot write an ordinary e-mail address in the address box.

• Fill in the subject box. For this message, write "Course Info Documents" in the subject box.

• Compose your message.

• REMEMBER to always Preview your message by clicking the Preview button. You may have to scroll down to see it. If you find something you need to change, click on the Edit button. If the message is the way you want it, then Send the message by clicking the Send button.

6. **Post your biography (bio) in the Discussions Room**.

In the Discussion Room, you can post messages for everyone in the class to read. The Discussion Room looks a little like Vista/Blackboard Mail and works in much the same way. A bio is a short paragraph or two about yourself. Your bio will help give your classmates a sense of who you are. People taking on-line courses often feel isolated, and sharing some personal information helps alleviate these feelings.

- Go to Discussions by clicking the Discussions icon in the Tools Field.

- In the Common Room click on the" Introduce Yourselves" topic header and then post your "Bio." You will see one or more bios already posted, which you may read now if you wish.

- Click on the "Create Message " button.

- Enter your name in the "Subject" window.

- Write your bio. In the message window, write a bio for other students in the course to read. (Write your bio in MS Word and copy and paste it into the message window. That way you get to spell check your work.) You might want to talk about yourself, your background in the social sciences, your intended major or professional program, or whatever else you are comfortable sharing. If you haven't taken an on-line course before, your bio is a good place to ask questions. If you have taken on-line classes before, include some advice for students who are new to on-line learning.

- Preview your bio. Always check what your discussion message will look like to other students. Click on the Preview button below the message screen. If it doesn't look the way you intend, click on Edit and change it.

- Post your bio by clicking on Post. Once you've posted it, other students will be able to read it. You will not be able to move or delete something once you've posted it. Only an instructor can do that. If you accidentally post your bio in the wrong topic, or if you accidentally post it twice, send me a mail message and ask me to move it or to delete the extra.