

We will use Blackboard, an external course website, and Google Drive in this course. Let's look at how each one works and how we will use each tool.

Blackboard is the primary communication hub for the class. Each Monday, I will post an announcement to let you know what the readings and assignments are for that week. These announcements will also be emailed to your UALR Gmail account. Be sure to log in often—at least two or three times during the week.

You can access the course syllabus and schedule from Blackboard. These links open in Google Drive. If you get an error message indicating that you do not have permission to access the file, that tells you that you are not logged in to your UALR Gmail account. It is not always immediately evident which account you are logged in to, but a permissions error tells you that you need to log out of your personal account and log in to UALR Gmail. (Watch the Getting Started with Google Drive video in week one for details if this is unclear to you.)

Discussion forums are where you will submit and discuss your weekly assignments and course projects. Weekly assignments and projects are almost always due on Mondays, by the end of the day. Discussion forums will remain open until Thursday, so you have time to read and respond to your peers.

You can also access some sample case studies from last year's students in Blackboard. I'll say more about those later.

And of course Blackboard is where my feedback on your work and your course grades will be posted, on the My Grades space.

The course website is where most of the core content and videos for each week can be found. You can access this content from your mobile phone or tablet, and you do not need to be logged in to UALR to access this site. (Except for the links to assignment templates and other files in Google Drive.)

The course website is organized by unit, and within each unit you can access content week by week. Each weekly page follows a similar format, and is designed to be read in order. If

you work through the page in order, you should be well prepared to complete each week's assignment.

On mobile, the site looks a little different, but the content is identical. Many students like to bookmark the page and use their phones to check in on the course on the go during each week. The main navigation menu can be accessed from the little "hamburger" icon in the upper-left corner. (Web designers call the little icon with a stack of three horizontal lines the hamburger icon—bun, meat, bun.)

Google Drive is where the syllabus, schedule, and all of the assignment templates and instructions are posted. You will want to create a main folder for yourself for this course, and store all of your notes, drafts, assignments, and projects in that folder. That way, you can access your work at any time from any device connected to the Internet, and you will be sure none of your work gets lost or erased due to a hardware failure. Watch the Getting Started with Google Drive video if you do not know how to do that.

Please be sure to follow the guidelines and directions for naming files and folders in Google Drive. Doing so makes it much easier for all of us to keep track of your files. File and folder naming conventions are detailed in the course syllabus.

I work hard to organize course materials so you can find them easily. You are always welcome to email me if you can't find something, but I hope that won't be necessary.