Once you have received your login and password, click here to proceed to your courses.
Welcome!

Welcome to the Ratchford Online Community

- If you are enrolled and have received a valid username and password, you may log in by clicking the "Login" button on the left.
- If not, you may still view course syllabi by logging on as a guest user using username/password of guest/guest and clicking on the "Courses" tab on the institutional page. However, certain areas of the courses will remain inaccessible to you until you are enrolled.

Click to continue
Welcome

Welcome to Ratchford Online Blackboard Courses
Please enter your User Name and Password to access your online courses.

You can access as a guest by clicking the "Preview" button below

Have an Account? Login Here.

If you already have an account, enter your login information here and click the "Login" button below. Otherwise, leave blank and click another option to the left.

USERNAME: 
PASSWORD: 
Forgot your password?

Enter your username and password. Then click the “Login” button.
Buttons and tabs are used for navigation.

Click links to go right to your courses.

Note that other features are also available.
Once you are in a course, you will see a column of buttons along the left to guide you through the course.

Most courses open to the Announcements page, the top button. Check this area for any updates your instructor might make throughout the course.

Sat, Jul 21, 2001 -- A new quiz has been posted.
To begin taking the quiz titled 1.1.3 Quiz--The Research Problem click here.
This quiz will help the student understand chapters 1 and 3 in Leedy.

Sat, Jun 09, 2001 -- Welcome to Research Methods
Tune your ears to wisdom, and concentrate on understanding. Cry out for insight and understanding. Search for them as you would for lost money or hidden treasure. Then you will understand what it means to fear the Lord, and you will gain knowledge of God. For the Lord grants wisdom! From his
The next button opens the course syllabus. Our online syllabi follow a format, so once you’ve gone through one course, you’ll be familiar with layout of all of our online courses.
Think of the Course Documents button as the “Lessons” and “Handouts” area. In this course, materials for each unit are kept in separate folders.
Note the navigation features inside this folder. The current location is bold-faced, and the unit folder can be accessed quickly by clicking the link. To get to the document in the folder, just click on the link.
This lesson is a PowerPoint presentation. After you have clicked through a PowerPoint lesson, just click one of the buttons on the left to exit it.
The next button contains Assignments. In this folder, you will find any work you must complete, including papers and projects. This is also where you access all quizzes and tests.

Individual Assignments
Each of these assignments must be completed individually by each student.
Before you take an online quiz, a screen asking if you are SURE you want to take the quiz will appear. Once you say yes, you can’t go back: your score is recorded. Don’t ever try to “take a look” at a quiz before you are ready to take it.

Some quizzes are timed. If so, a timer will keep track of how much time you have left and will close the test when time is up. (Your instructor or the syllabus will tell you whether a quiz is timed before you take it.)

This is an example of an untimed quiz.

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**Instructions:** Indicate the correct answer by clicking the button next to it. Each correct answer is worth one-half point.

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**Question 1**

**Question:** Looking in an encyclopedia to determine who discovered the North Pole is an example of research.

- True
- False

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**Question 2**

**Question:** Formal research is an activity that requires a special facility such as a laboratory, library, and/or computer facility.

- True
Under the Communication button you will find several tools of communication, including a convenient way to send email to your instructor and to others in your course.
Here is an example.
Your instructor might also ask you to post comments to the Discussion Board. Think of this as a classroom discussion without everyone being in the same place at the same time.
Inside this Discussion Board, several discussions are going on.

Notice on the right hand side, the number of messages other people have sent is listed. Since the message “All New” is also there, you know that you have new messages to read from others in your course.
Your instructor might also provide links to other websites through the External Links button.

- **College Textbook Library** ([http://www.colllts.edu/depts/library/](http://www.colllts.edu/depts/library/))
  
  Click here for wonderful resources. The library adds more resources constantly, so check back frequently.

  
  This website doesn’t have a lot of ooh and aah items, but it does provide some online quizzes and some other great links for each chapter.

- **Dummiesdaily** ([http://dummiesdaily.com/](http://dummiesdaily.com/))
  
  Now don’t laugh. If you want to get internet learning in small, regular doses, sign up for interesting and helpful internet learning information to be emailed to you daily.
Under Student Tools you will find several valuable folders, including a way to check your grade, a place to update your personal information, a calendar, your own homepage, and the digital drop box—the means of sending to and receiving work from your instructor.
The Digital Drop Box works similarly to an email with attachment. The advantage to using the drop box over regular email is that you can be assured that your work is always accessible to your instructor, regardless of whether or not your instructor can get to his or her regular email.
Congratulations!
You have completed your Online Orientation!

While you are taking your online course, you will probably have lots of questions. After all, there are many elements of Blackboard that this orientation didn't cover. And there are probably also things that won't make sense until you are working in your online course.

That's okay: we have all the help you need - 24 hours a day, seven days a week of online help.

Once you are enrolled in your online course, login to the online help or email support, and someone there will answer your question.

How to contact support--
Email: support@ratchford-online.org