VCU-ACE Course Navigation Directions

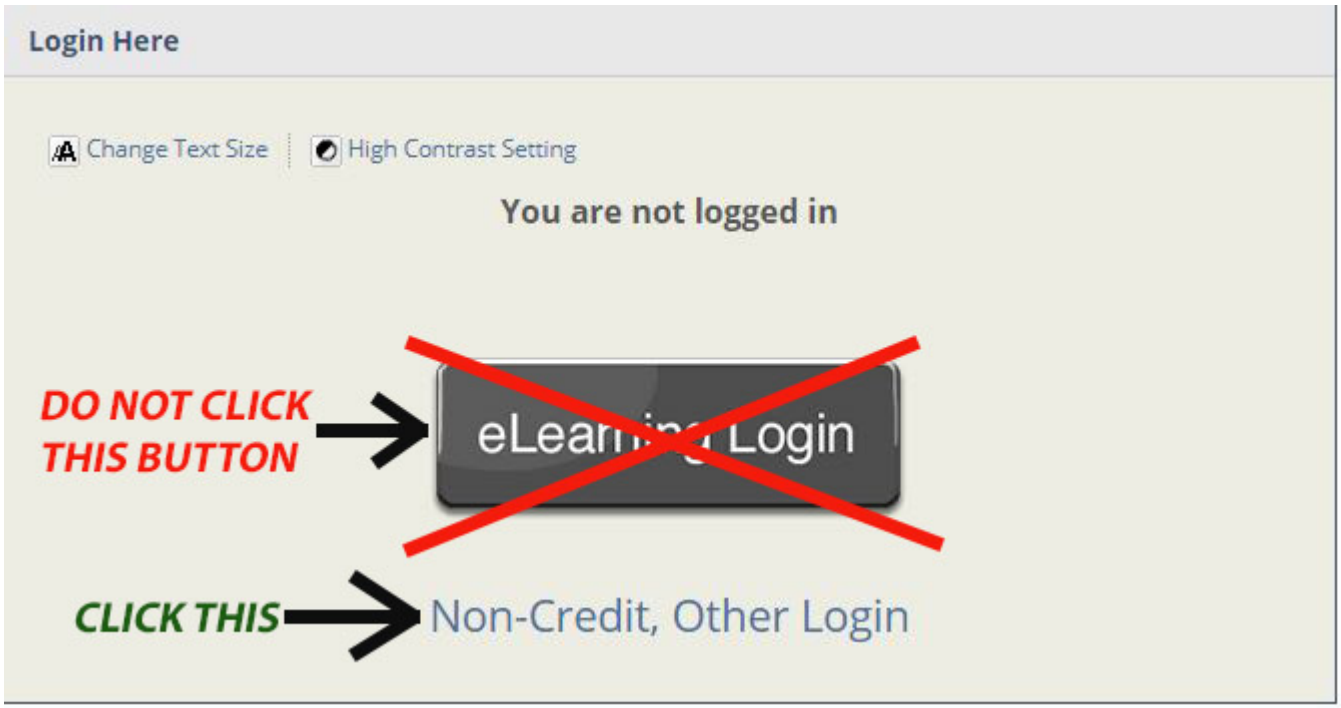
Welcome to the VCU Autism Center for Excellence's Autism Spectrum Disorders for Paraprofessionals course! This is an instruction manual for navigating your course. Please make sure to read these directions as they will show you exactly what you'll need to do to complete the course.

(The pictures in this instruction manual are visual representations of what you'll need to click on--please do not click on any of the pictures in an attempt to access the course. These pictures are demonstrating what each page looks like and will show you how to log in and how to navigate the course. Although it is not required, we encourage you to print these directions to use as a guide.)

Open your browser and type in the following web address:

www.blackboard.vcu.edu

The Blackboard Login screen will appear. You are enrolled in this course as a non-credited participant. The second arrow points to the *Non-Credit, Other Login* which is the option you need to choose.



A new page with two fields will show up allowing you to enter your log in information.

Earlier today, you should have received an e-mail containing your username and password. You will use this information to log into the course.

1. **Type your username.** The username will begin with the letters rrtc. Please note: the first two letters are R's and not N's. Additionally, make sure to type an underscore which looks like this: _ and not a hyphen which looks like this: -.

2. **Enter your password.** As you type your password, dots will appear in place of the actual letters. This is for security purposes. Your password is in all lowercase letters with no spaces.

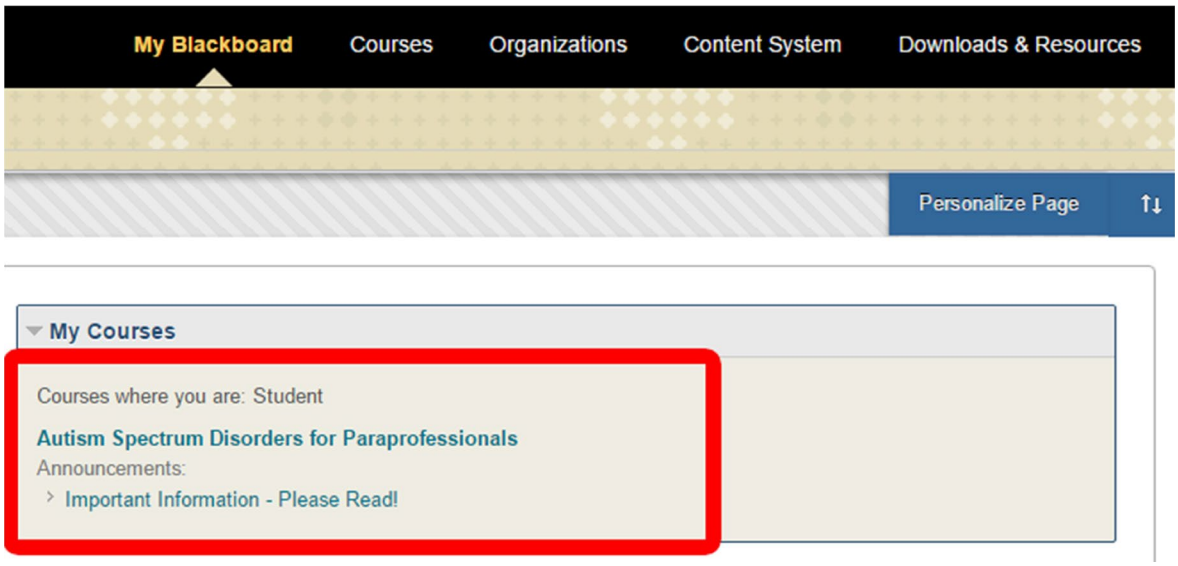
3. After you have entered your username and password, click the button labeled "Login".



This screen may display once you've typed in your username and password. If this screen does not display, please proceed to the next page of this document to proceed to the next step. If you see this screen, choose the option that says "I'll do it later." Throughout the course, if this screen appears again, always choose the option "I'll do it later.

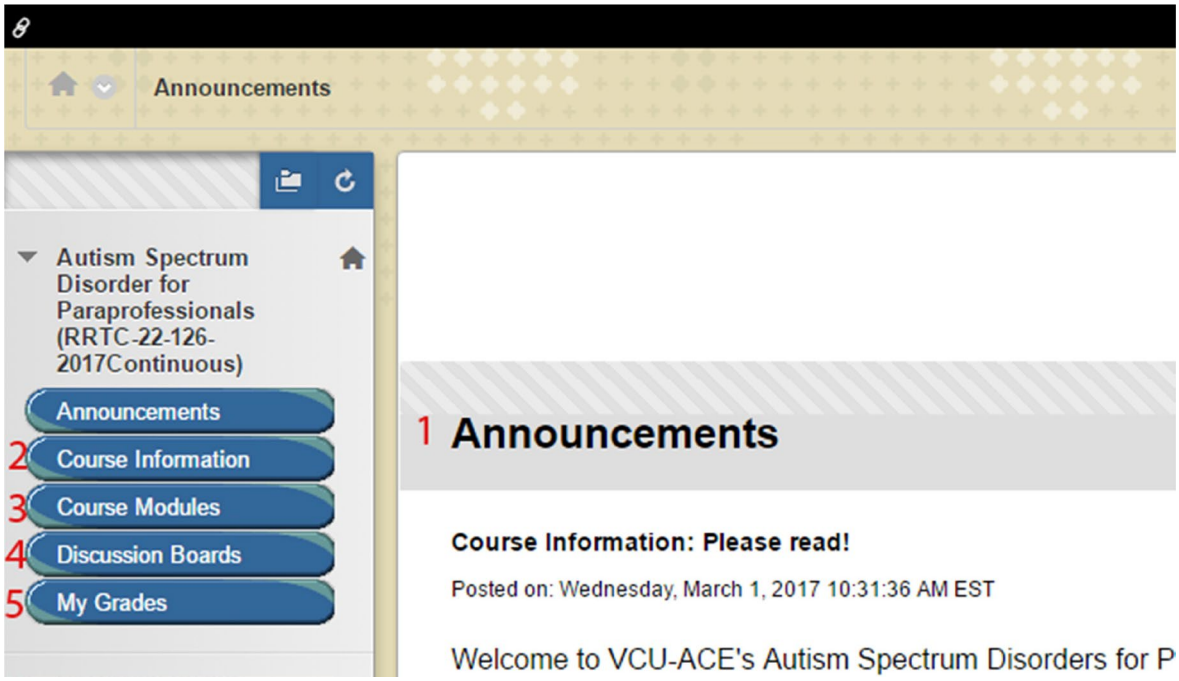


Find the area listed "My Courses." Your course may have a section number behind the title. Since we sometimes have multiple sections of the course running each month, we use numbers to distinguish them. Click on the title of your course "Autism Spectrum Disorders for Paraprofessionals."

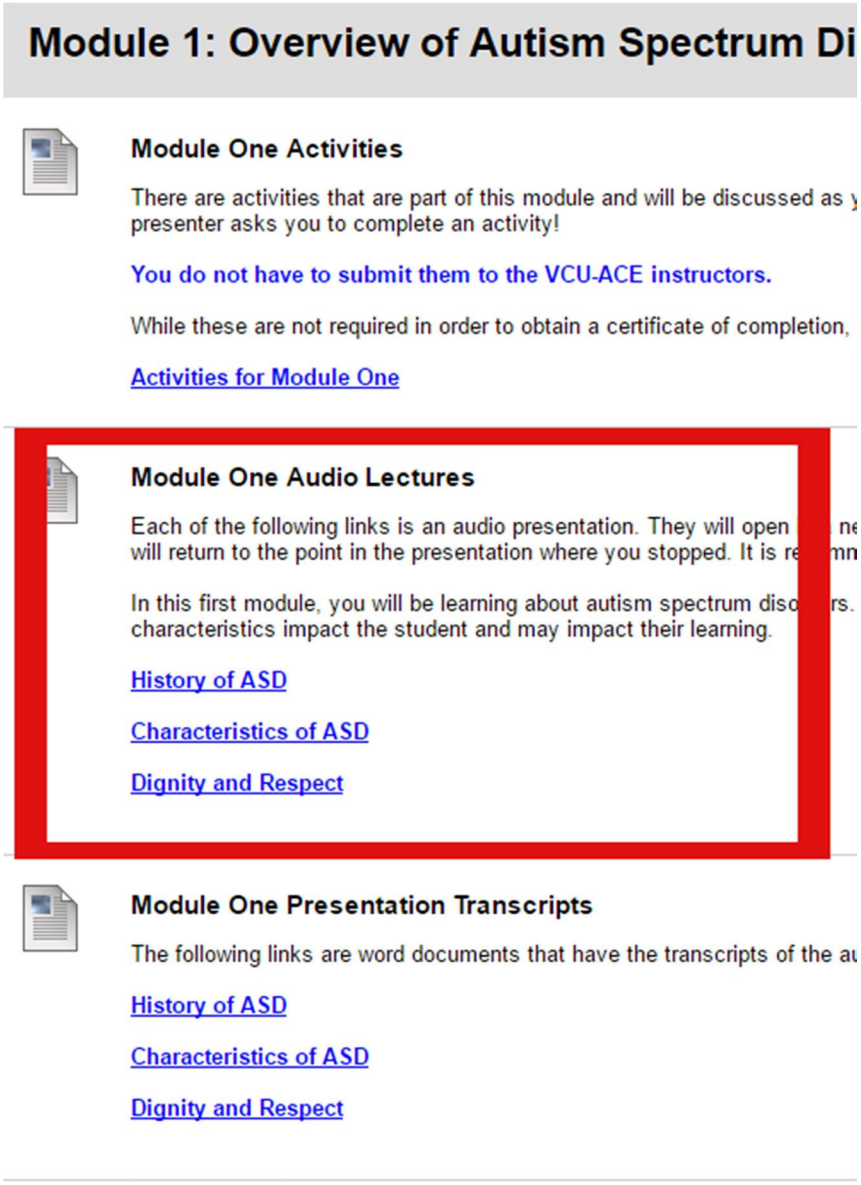


Now you are on the homepage. The sections in the below picture are labeled as follows:

1. ***Announcements:*** Shows announcements. Please read this section of the course because it will provide you with important information. Click the area labeled
2. ***Course Information:*** Where to get to your course information where you will find your course syllabus.
3. ***Course Modules:*** This is where you will find each module for the course as the appropriate module opens.
4. ***Discussion Board:*** This link is where you will find the Discussion Board where discussion for each module will be contained
5. ***My Grades:*** Where your grades will be found for the course upon your instructor grading your required assignments.



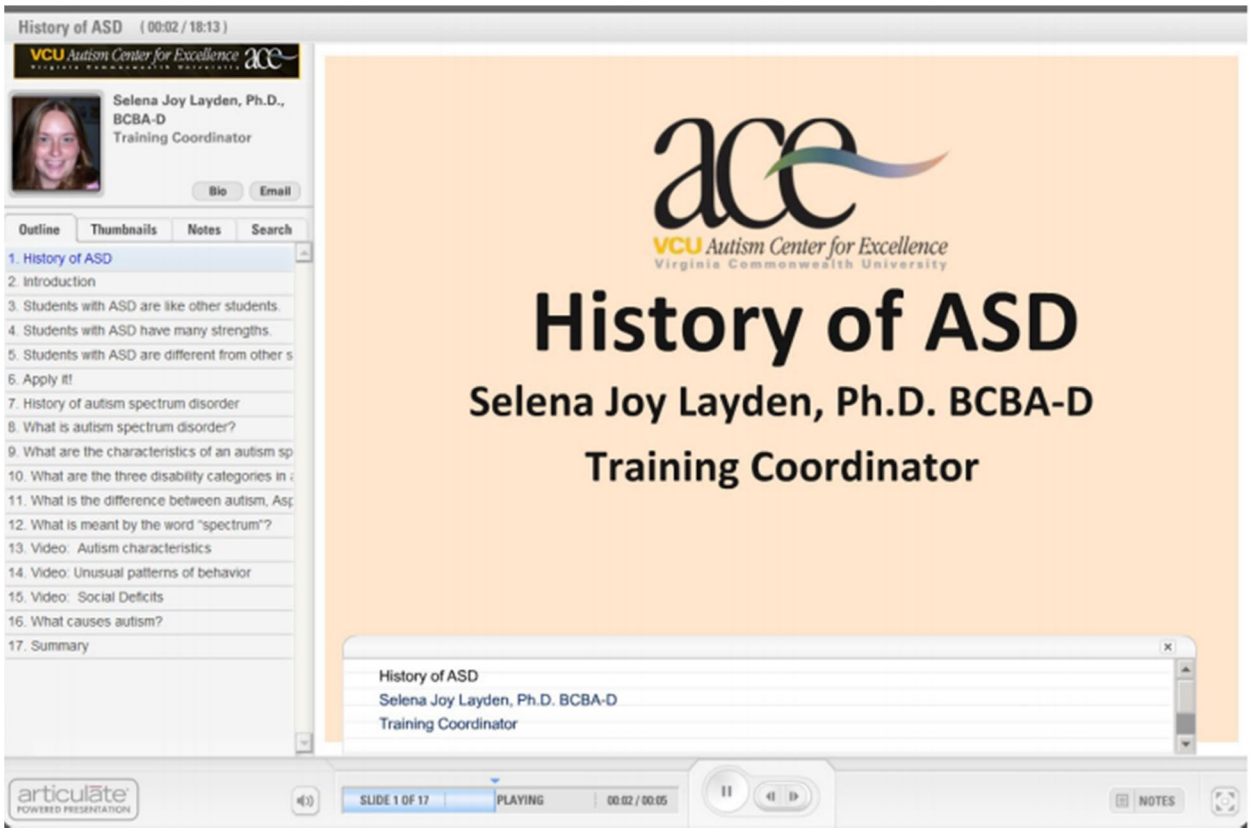
This page shows you all of the material for this module. Here, you will find audio presentations and a matching transcript.



The red box contains the three presentations you'll need to view for this module. Click the link that says "History of ASD". On the next page, you'll see a picture of the audio presentation. This presentation is an instructor-guided audio lecture.

(The transcripts of all of these presentations can be found on Blackboard listed below the presentation links. To open the transcripts, you'll need Microsoft Word.)

This is the first audio presentation for your first module. These presentations start automatically and can be paused or restarted at any time. It is very important for you to review all of these presentations since all of the questions on the quiz come directly from these presentations.



If you have a slower internet connection, this lecture may take a while to load, or may not load at all. Please refer to the transcript of the presentation if you are unable to view the presentations. You may read notes for the presentation as the presentation is played using the notes feature on Articulate.

To return to blackboard, simply close this window. All five modules in the course work in the same way as this presentation. You will need to watch all of the presentations for each module.

The next section of this document will explain the discussion board requirement.

Discussion Board Instructions

In addition to passing the quiz for each module or an alternative quiz (if needed) you are required to post on the Group Discussion Board a minimum of two times for each of the three course discussion boards. The Discussion Board is an interactive class activity where the course instructor provides a guiding question and participants respond. You will earn five points for posting in each of the three discussion boards for a total of 15 points.

You need to answer the guiding question posted at the top of the discussion board. Your course instructor will respond back to you with comments and helpful suggestions. These comments are intended to assist you with learning more about supporting students with ASD.

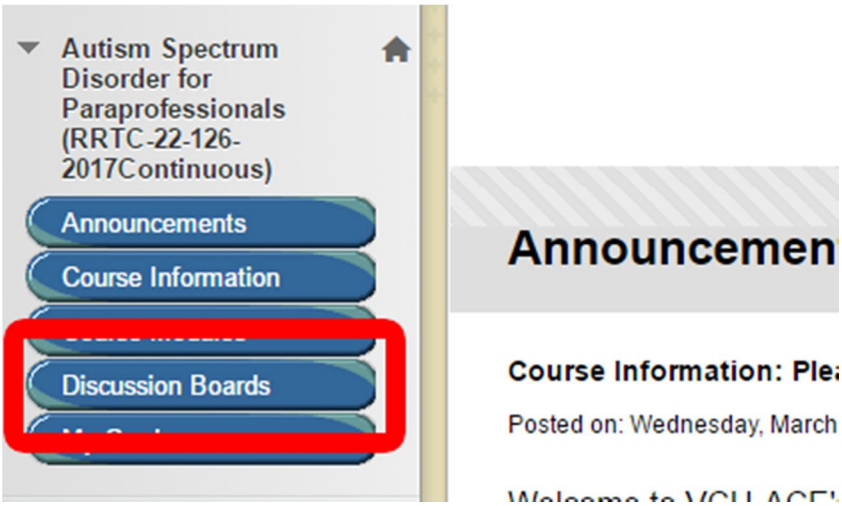
After your course instructor responds to your post, please read his/her feedback. Answer any questions and comment on whether the information provided was helpful. In other words, you need to indicate that you have read what the course instructor has written and respond back to her or him.

Note: Course instructors will respond to your posts within 48 hours if at all possible. Sometimes this is not possible, since they all have other work responsibilities besides this course. If you have concerns, you can always send your instructor an e-mail. E-mail addresses are posted in several areas of the course. You may post to the board 24 hours a day once the board is available. You must post twice for each week of the course to receive your certificate. Listed below is a chart which details the discussion board schedule.

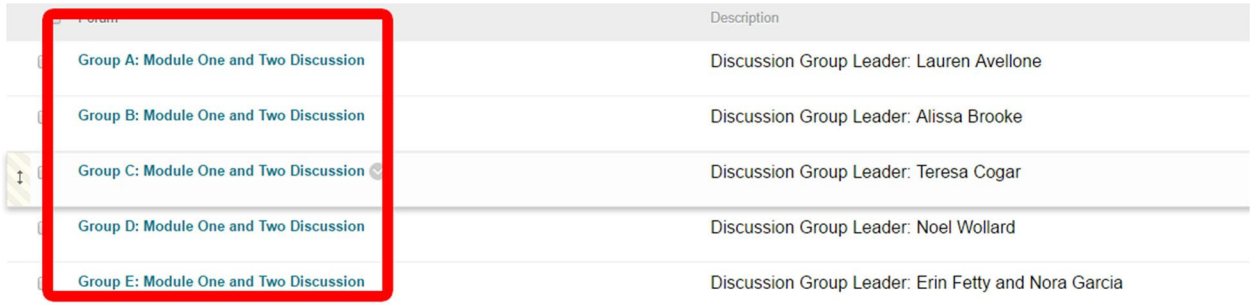
Week	Modules	Posts Required in the Discussion Board
1	1 and 2	2
2	3 and 4	2
3	5	2
Total Posts Required		6

The next page will show you how to make a post in the discussion board. (Please be advised that this is a demonstration of how to post in the discussion board and you will not be able to type or click on any of the links in this document.)

A welcome message was sent earlier today from your group instructor informing you of your group assignment. If you do not yet know your group assignment, please contact your instructor.



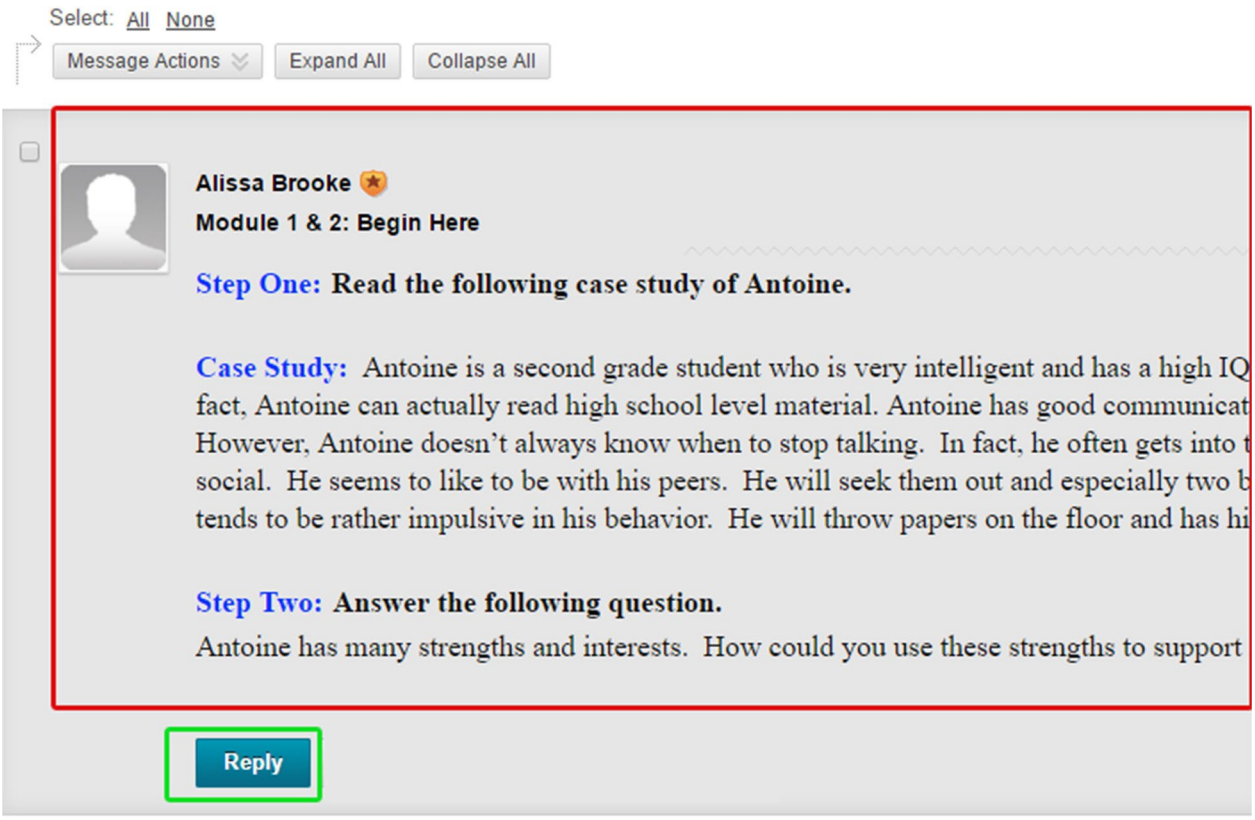
Find your group in the discussion board. Once you've found it, click where it says "Group ___ Discussion: Module One and Two." Your group discussion board leader is your instructor for the group. It is important to make sure you're posting in the correct group. Posts outside of your group will not receive credit.



Click "Module_: Begin Here."

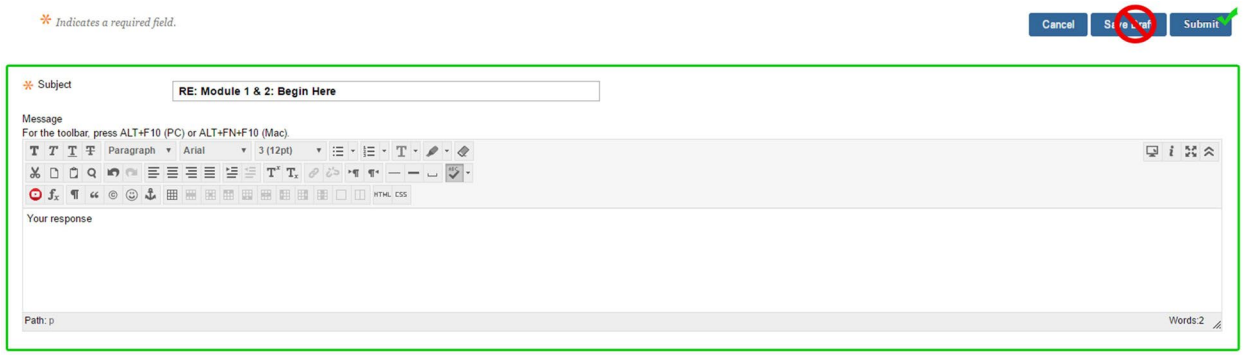


Here is the Discussion Board. The red box contains your group instructor's question for the module. The green box contains the reply button. When you have finished reading the question, click the reply button to reply to your group instructor's question.



This screen shows where you will type your response for the discussion board. Type your response in the designated area. After you have finished typing your response click the blue button in the right corner labeled "Submit."

DO NOT CLICK "SAVE DRAFT"!



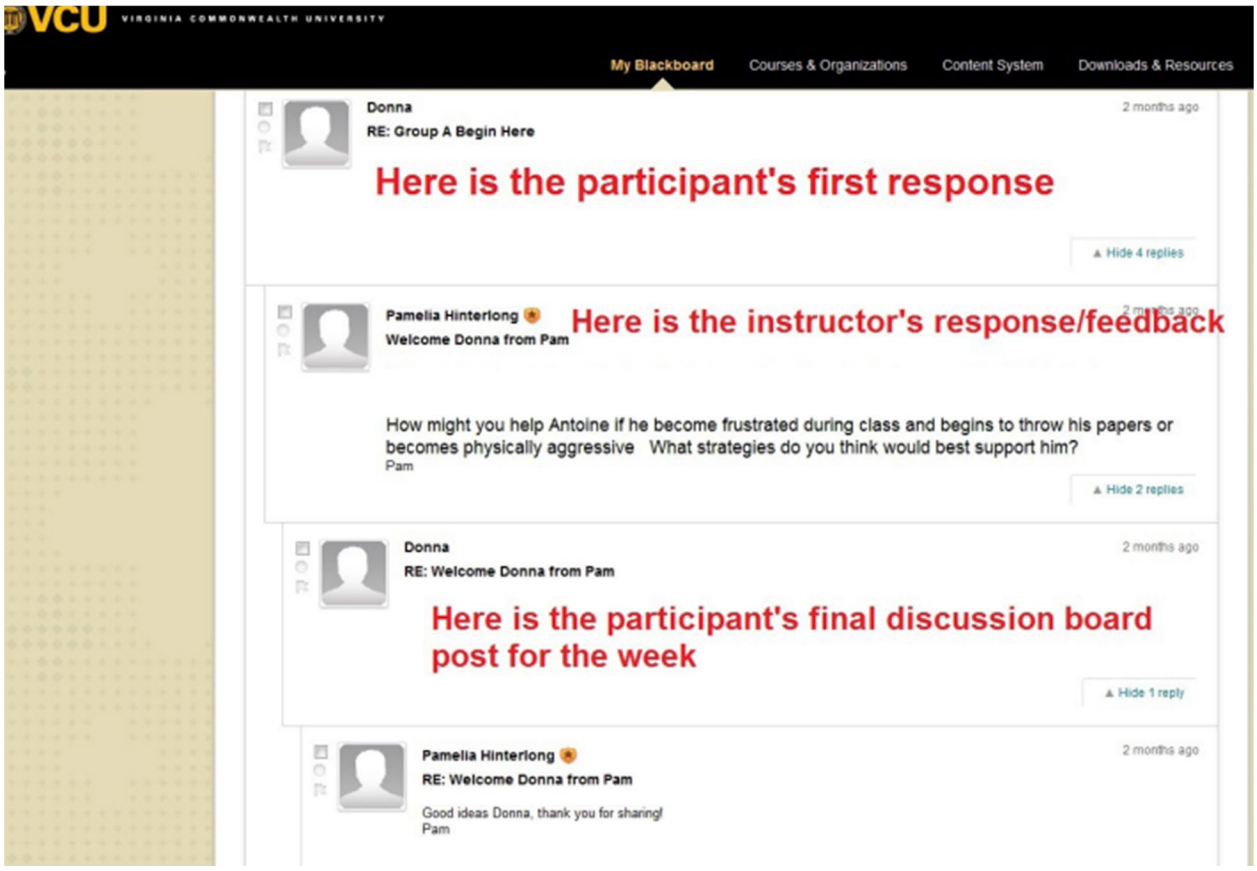
After you have submitted your response, your group instructor will review your answer and will respond back to you with comments and helpful suggestions. These comments are intended to assist you with learning more about supporting students with ASD.

After your course instructor responds to your post, you are required to post a follow up response. You

will not receive credit for the discussion board post until you have posted a follow up response to your instructor.

Now that you have submitted your response to the discussion board, you may check back frequently to see if your group instructor has responded. Please keep in mind that the group instructors will respond to your posts within 48 hours if at all possible.

In order to receive credit for the week's discussion board activity, you must respond to your instructor's post. You must have at least 2 responses in the discussion board for each discussion board. The picture below is an example of what the discussion board looks like once your instructor has responded.



If you need technical assistance with the course, please e-mail Lucian Friel at friell@vcu.edu or contact by phone 804-827-1434 Monday-Friday between the hours of 8AM - 4PM.