

# Examples of Template Items

Our Blackboard Learn had the Content System application add-on which gives us the ability to have a central repository of HTML objects that we can embed in courses. We can update that one object and it will propagate those changes throughout all of the courses.

- Student Technical Responsibilities (Standard 7.1)
- Hardware and Software Requirements (Standard 1.5)
- Academic Honesty and Course Copyright Notice (added for good measure)
- Netiquette Expectations (Standard 1.3)
- Standard Institutional Policies:
  - Institutional Policies (Standard 1.4)
  - Privacy Policies for Course Technologies (Standard 6.5)
  - Campus Accessibility Contact Information and ADA Policy (Standard 7.2)
  - Accessibility Statements of Technologies (Standard 8.2)
- Standard Bb Support and Student Support:
  - Technical Support (Standard 7.1)
  - Academic Support Services (Standard 7.3)
  - Student Services (Standard 7.4)

**Screenshots of our default templates that cover standards 1.3, 1.4, 1.5, 6.5, 7.1, 7.2, 7.3, 7.4, 8.2**

## Student Technical Responsibilities (Standard 7.1)



### Student Responsibility/Technical Difficulties Policy

This course is an online course, and you are responsible for ensuring that you can access all course material on a regular basis from a reliable Internet connection and a standard personal computer or laptop.

*Note that certain technologies are not fully supported for the completion of coursework through Blackboard and online courses. Chromebooks, ChromeOS, smart phones, tablets might not be sufficient to complete your coursework. While you can interact with some content, you will likely not be able to complete all assignments. You should have additional access to a Windows or Apple laptop or desktop.*

Additionally, certain technical abilities will be required, such as:

- installing necessary plug-ins
- installing certain software
- saving files in a common/requested format
- browsing your computer and uploading files

**Note:** If you have a problem with a personal computer or interrupted network connection, know that you are still responsible for submitting your work on time.

If there is a problem with the Blackboard system, notify your instructor and Blackboard support (479) 575-6804 (or email [bbhelp@uark.edu](mailto:bbhelp@uark.edu)).

If you have questions specific to Blackboard, you can call: (479) 575-6804

Monday through Thursday, 7 a.m. to 10 p.m.

Friday from 7 a.m. to 5 p.m.

Saturday from 11 a.m. to 4 p.m., and Sunday from 6 to 11 p.m.

or email [bbhelp@uark.edu](mailto:bbhelp@uark.edu)

After the listed Help Desk hours, call (479) 575-2904 to alert technical staff if Blackboard Learn is not responding. Limited technical support and troubleshooting is also available after hours.

If you need general computer help, IT Services has a website where you can search for and request help: <https://help.uark.edu/> or call their Help Desk at (479) 575-2905



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## Hardware and Software Requirements (Standard 1.5)



### Hardware & Software Requirements

#### Hardware required:

- You should have access to a reliable computer with sound card and high speed internet connection to submit assignments , create products, participate in online activities, and view Internet resources. Do **not** rely on a public computer (e.g. library) to complete all activities, since these computers might have limitations that prevent you from using required applications for your course.
- Your computer should have sufficient space and processor speeds required by any software used in this course (will vary depending on your software version and operating system, but usually 10 GB hard disk space, at least a 2 GHz processor and 4 GB memory should be sufficient).
- If your instructor requires you to participate in audio presentations, you must have a microphone (headset, free standing, or integrated with webcam) that works with your computer. If you are required to create video, you must have a webcam that works with your computer and the required application used in the course (i.e.Collaborate, ECHO 360, Kaltura, etc.)
- Care has been taken to ensure that the software that is used for this course does not require any out of the ordinary system set-ups. But, if your system does not meet the minimum requirements then it is your responsibility to maintain your system to meet the requirements so that you may participate in this course. Technical difficulties on your part will not excuse you from the timely completion of assignments. If you do experience technical difficulties please make sure that you refer to the Support tab immediately so that proper assistance might be provided.

#### Software required:

- Latest versions of [Adobe PDF reader](#) , [Adobe Flash player](#) , and [Apple Quick Time](#) plug-ins to open and view certain files
- Latest version of [Java](#) to use required applications
- Current web browser (Firefox, Chrome, Internet Explorer, or Safari). **Firefox is preferred**. Blackboard advises that your web browser conforms to certain standards. If you have an out-of-date or unsupported browser, it is suggested you either download a certified version of your current browser or a different certified browser before attempting to log into Blackboard. For more assistance, refer to the Blackboard [Support Checklist](#).
  - Web browser: Your browser must be configured properly as follows:
    - JavaScript must be enabled.
    - Cookies must be enabled.
    - Pop-up windows must be enabled for learn.uark.edu.

You can purchase discounted software from the [UA Computer Store](#).

Additional Software may be required for your course such as:

- Word processing program, such as Microsoft Word, for creating documents
- Excel or other spreadsheet creation software
- PowerPoint or other presentation software

## Academic Honesty and Course Copyright Notice (added for good measure)



### Academic Honesty Syllabus Statement

"As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail."

"Each University of Arkansas student is required to be familiar with and abide by the University's 'Academic Integrity Policy' which may be found at <http://honesty.uark.edu/>. Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor."

[Read the complete University of Arkansas Academic Integrity Policy](#)



#### Academic Initiatives and Integrity

User: n/a - Added: 8/19/14

YouTube URL: <http://www.youtube.com/watch?v=3IMBda-S5qk>

[Watch Video](#)

Read the [Sanction Rubric](#) to understand the sanctions assigned to particular violations



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### Copyright Notice

The content of this course, including publisher materials and content linked from external websites, is protected by U.S. Copyright law. This includes all materials generated for this class, including but not limited to syllabus, exams, in-class materials, and lecture outlines. Course materials (including videos, papers, notes, and etc.) may only be downloaded or copied for personal use only and may not be given or sold to other individuals. You do not have permission to record any synchronous or asynchronous aspects of the class without prior consent. <http://copyright.gov/title17>

## Netiquette Expectations (Standard 1.3)



### Netiquette

Netiquette is online etiquette. It is important that all participants in online courses be aware of proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the University of Arkansas values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see [The Core Rules for Netiquette](#) by Virginia Shea.

(The following are grouped into one item, but maintained separately as HTML objects)

Institutional Policies (Standard 1.4)

Privacy Policies for Course Technologies (Standard 6.5)

Campus Accessibility Contact Information and ADA Policy (Standard 7.2)

Accessibility Statements of Technologies (Standard 8.2)



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## U of A Institutional Policies

### CEA Information and ADA Policy

The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.

University of Arkansas [Academic Policy Series 1520.10](#) requires that students with disabilities are provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact me privately at the beginning of the semester to make arrangements for necessary classroom adjustments.

**Please note:** You must first verify your eligibility for these through the **Center for Educational Access** (contact 479-575-3104 or visit <http://cea.uark.edu> for more information on registration procedures).

### Accessibility Statements of Technologies

#### Blackboard Learn

The statement of their commitment to accessibility which lists Gold level certification for non-visual access, issued by the National Federation of the Blind and Conformance with the [Web Content Accessibility Guidelines \(WCAG\) 2.0 Priority AA](#), was issued December 2012 by [Deque Systems](#). This includes the LMS and all of the built-in Blackboard tools.

#### Blackboard Collaborate

Read the [Blackboard Collaborate Accessibility statement](#).

#### Kaltura

Read the [Kaltura Accessibility statement](#).

#### Quizlet

Quizlet does not have an accessibility statement.

#### YouTube

YouTube does not have a formal accessibility statement, but YouTube's navigation is accessible through a screen reader. Here are instructions for [Using YouTube with a screen reader](#). Here is [Google's general commitment to Accessibility](#).

#### Pearson Higher Education (publishing company)

Read the [Pearson Accessibility statement](#).

### Institutional Regulations & Policies

#### University of Arkansas Academic Regulations and Institutional Policies

##### Registrar

- [Forms](#) - such as Transfer Credit, Transcripts, Apply to Graduate

##### Academic Regulations

- [Requirements for Graduation](#)
- [Grievances and Appeals](#)
- [Student Privacy](#)

##### Catalogs

- [Undergraduate Catalog of Studies](#)
- [Graduate Catalog of Studies](#)

##### Student Handbook

### Privacy Policies for Technologies

Below you will find links to the privacy policies of external tools.

[Adobe \(Including Flash Player\)](#)

[Collaborate](#)

[DrawIsland](#)

[Google](#)

[Lynda.com](#)

[Oracle - Java plug-ins](#)

[Prezi](#)

[Skype](#)

[Tiki-Toki Web-based Timeline](#)

[VoiceThread](#)

[Blackboard](#)

[Dipity Timelines](#)

[Elsevier Evolve](#)

[Google Scholar](#)

[McGraw-Hill Connect](#)

[Pearson MyLab & Mastering](#)

[ProctorU](#)

[SPSS](#)

[Twitter](#)

[Weebly](#)

[Chalk & Wire](#)

[Doodle](#)

[Facebook](#)

[Kaltura](#)

[Microsoft](#) (includes all products, including Silverlight & Skype)

[Powtoon](#)

[Quizlet](#)

[TeacherTube](#)

[TyphonGroup Healthcare Solutions](#)


[YouTube](#)




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Technical Support (Standard 7.1)  
Academic Support Services (Standard 7.3)  
Student Services (Standard 7.4)



### Available Help / Student Support

 **For assistance with course content, contact your instructor.**

 **For technical assistance with Blackboard,**

contact the **Blackboard Help Desk** at (479-575-6804) or [bbhelp@uark.edu](mailto:bbhelp@uark.edu).


**Phone hours are:**  
Monday through Thursday from 7 a.m. to 10 p.m.  
Friday from 7 a.m. to 5 p.m.  
Saturday from 11 a.m. to 4 p.m.  
Sunday from 6 p.m. to 11 p.m.

If Blackboard is not responding after hours, call (479-575-2904) to alert staff. Limited technical support and troubleshooting is also available after hours.

All online students are automatically enrolled in a **Blackboard Student Tutorial**, where they can practice learning how to use tools in this learning management system. This resource can be accessed in your list of courses.

When emailing for help, please include:


- your name
- the name of the course
- the instructor's name
- describe the problem

 **CLASS+ Center for Learning and Student Success**

Student services have united into the [Center for Learning and Student Success](#).

Some of the services that CLASS+ provided:

- **+Academic Coaching:** Learning coaches provide individualized, one-on-one sessions to help you study smarter.
- **+Supplemental Instruction:** Once you begin a course, your faculty member will provide information about Supplemental Instruction. Registration generally opens during the second week of class.
- **+Tutoring:** CLASS tutoring is scheduled in 50 minute appointment blocks. You can also walk in without an appointment, and if an appointment is available, a tutor will be glad to help you. If you have a quick question, you can call 479-575-2885.
- **+Writing Support:** Our tutors provides one-on-one tutoring assistance at any stage of the writing process. You can work with our friendly and supportive tutors in person, upload your paper for online feedback, or participate in a video chat session. Tutors help you learn revision strategies for developing your academic and professional writing skills (options for online students are available). If you have a quick question, you can call 479-575-6747 or email [writcent@uark.edu](mailto:writcent@uark.edu). You also may find the answers and help on their [FAQ page](#).

 **Additional Student Services and Resources**

[Center for Educational Access \(CEA\)](#)  
voice 479-575-3104 or tdd 479-575-3646  
The CEA assists students with disabilities and will determine reasonable accommodations that will enable every student to have access to the full range of programs and services. Email: [ada@uark.edu](mailto:ada@uark.edu)

[Counseling and Psychological Services \(C.A.P.S.\)](#)  
479-575-5276  
C.A.P.S. is available for students. Services are provided by licensed psychologists, counselors, and social workers.

The [Pat Walker Health Center](#) has a variety of health services available including on-campus clinics.

