

## Sessional Instructors

### A. Course Textbook Orders

1. Submit your textbook order directly to Shirl <roch@ucalgary.ca> or Chantal <pegg@ucalgary.ca> - please include: book title, author, ISBN number, and Publisher

Or

2. Submit your textbook order using the UofC Bookstore web site at:

<http://www.calgarybookstore.ca/>

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Deadline to request textbooks for Winter is: **October 15th**

Deadline to request custom course packs for Winter is: **October 15th**

[Click Here](#) to request your textbooks and Course Packs. Instructors only please

**USED Book Buyback**

The used book buyback will be held every **Wednesday** from **10am to 4pm**

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The Coffee Shop will be closed until further notice due to flood.

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General Inquiries  
403-220-6937

Links

B. Desk Copy (only if available) from Publisher of chosen course textbook

- (i) Submit your request to Chantal <pegg@ucalgary.ca>  
OR
- (ii) Submit directly to the publisher. Please note that publishers will not send the textbook to your office – therefore please have your textbook addressed to:  
Faculty of Law – The University of Calgary  
c/o Chantal Pegg  
2500 University Drive NW, Calgary, Alberta T2N 1N4

C. Supplementary Materials

All supplementary materials will be placed on Blackboard (UofC electronic course delivery system).

Supplementary Materials will be delivered to Student Union Copy Centre in electronic (PDF) format and will only be copied upon request/purchase by students.

D. Copy Righted Materials – UofC “Access Copyright”

<http://library.ucalgary.ca/copyright/access-copyright>

Please be advised that if your supplementary materials contain any copy righted readings, these materials **cannot** be placed on Blackboard. All copy righted materials must be processed through the Student Union Copy Centre, and then purchased by students. As well, the “Copyright Form” in Excel, must be completed and submitted with the materials at time of printing.

To obtain form, go to <http://library.ucalgary.ca/copyright/access-copyright>

The screenshot shows the University of Calgary Library website. The top navigation bar includes 'UofC - THIS IS NOW', 'Prospective Students', 'Current Students', 'Alumni', 'Community', 'IT - MY U OF C', 'CONTACTS', and a search bar. The main content area is titled 'Access Copyright' and contains the following text:

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Please take the time to become familiar with the information required when using copy righted materials.

E. Course Outlines

Please submit via email to Shirl or Chantal, at least 2 weeks prior to your first class to ensure timely copying.

F. Sessional Blackboard Instructions

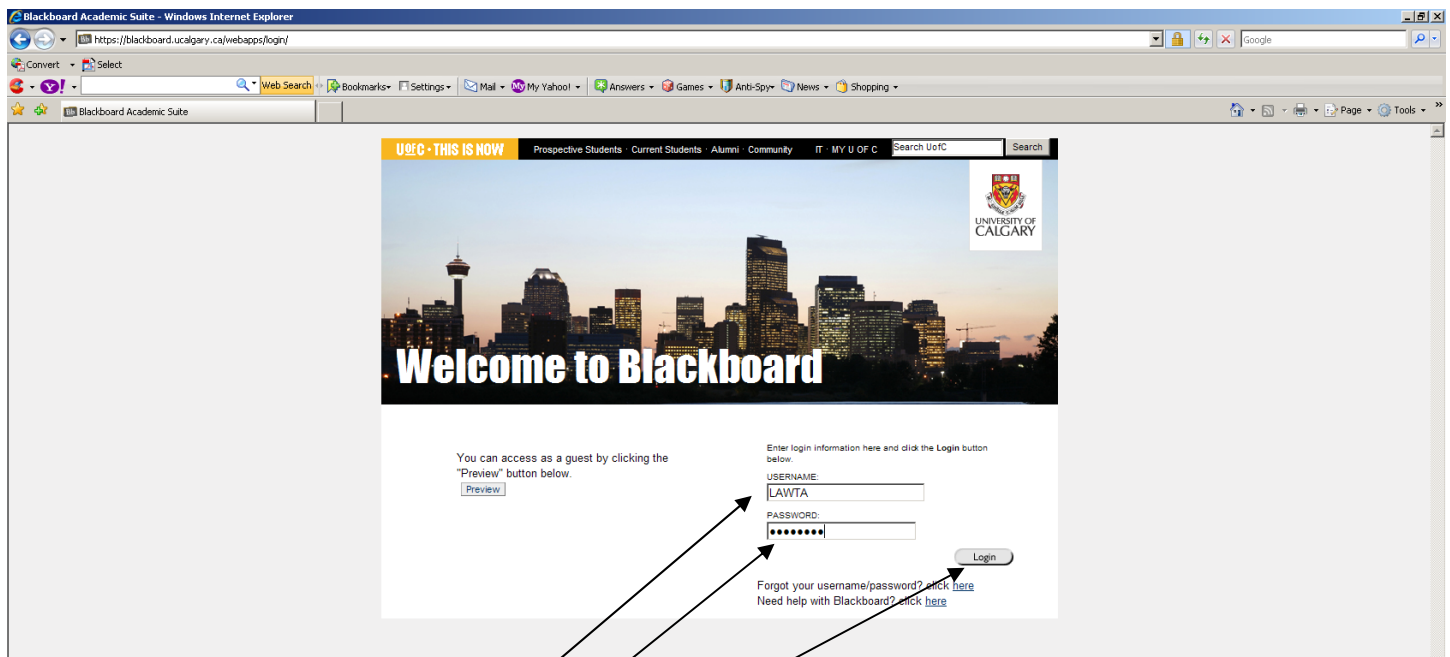
***Please note that Blackboard for Fall 2010 will be available by August 15<sup>th</sup> or sooner! Shirl/Chantal will advise when your Blackboard courses are accessible. Thank you.***

Username: ***Please contact Shirl/Chantal for the Username/Password information!***

Password:

On your web server, go to: <https://blackboard.ucalgary.ca/webapps/login/>

‘TA’ status allows access to the ‘Control Panel’ for adding documents.



Log in to Blackboard ...

1. Input USERNAME
2. Input PASSWORD
3. Click on “Login”

Your screen should show:

Locate your course, and left mouse click to open ...

(this demo uses course 'Law 681.06')

Your screen should show:

To add documents, click on 'Control Panel'.

Please note that only documents created in Microsoft Office can be added (ie, Word, Excel, Powerpoint), as well as any PDF file.

Your screen should show:

The screenshot shows the Blackboard Control Panel for a course. On the left, there are several menu sections: 'Content Areas' (with 'Course Documents' highlighted), 'Course Tools', and 'Course Options'. On the right, there are sections for 'User Management', 'Assessment', and 'Help'. A black arrow points from the 'Course Documents' link in the 'Content Areas' section to a white callout box with a black border. The callout box contains the text: 'Click on 'Course Documents' to open the document add screen.'

The Control Panel is used to conduct the administrative aspects of Blackboard.

Example: Opening Blackboard for student access – go to 'Settings'

Your screen should show:

The screenshot shows the 'Course Documents' page in Blackboard. At the top, there is a breadcrumb trail: 'LAW 681 L06 - (WINTER 2010) - DISPUTE RESOLUTION CLINICAL (CHRISTOPHER) (W2010LAW681L06) > CONTROL PANEL > COURSE DOCUMENTS'. Below this, the page title is 'Course Documents'. A toolbar contains several icons: '+Item', 'Folder', 'External Link', 'Course Link', and 'Test'. A dropdown menu is open, showing 'Select: Learning Unit' and a 'Go' button. A black arrow points from the text 'Click on '+Item' ...' to the '+Item' icon in the toolbar.

Your screen should show:

If you are wondering where you are on Blackboard, look at the location bar.

The screenshot shows the Blackboard 'Add Item' form. At the top, the location bar shows the path: LAW 581 108 - WINTER 2010 - DISPUTE RESOLUTION CLINICAL (CHRISTOPHER) (W2010LAW581108) > CONTROL\_PANEL > COURSE\_DOCUMENTS > ADD ITEM. The form is divided into four sections: 1. Content Information, 2. Content, 3. Options, and 4. Submit. Callout boxes point to various fields: 'Name' (with a 'Pick' button), a text editor, the 'Attach local file' field with a 'Browse...' button, the 'Special Action' dropdown, the 'Display After' and 'Display Until' date/time pickers, and the 'Submit' button.

Give your document a name.

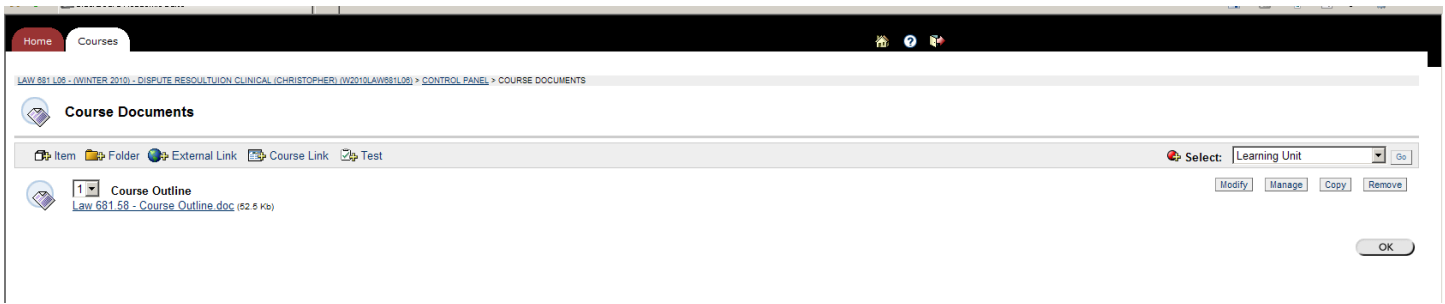
Add additional instructions or other information for your students, if needed.

To attach the document (PDF, Word, Powerpoint, etc), locate the document (just like you would for attaching a document to your email)

You have the option of presetting the date/time of the availability of the documents you are adding – ie, after lecture ... you also have the option of pre-loading documents for future lectures, and then setting the date/time of when you want your students to have access.

Finally, click on the 'Submit' button to add this document to your Blackboard.

Your screen should show:

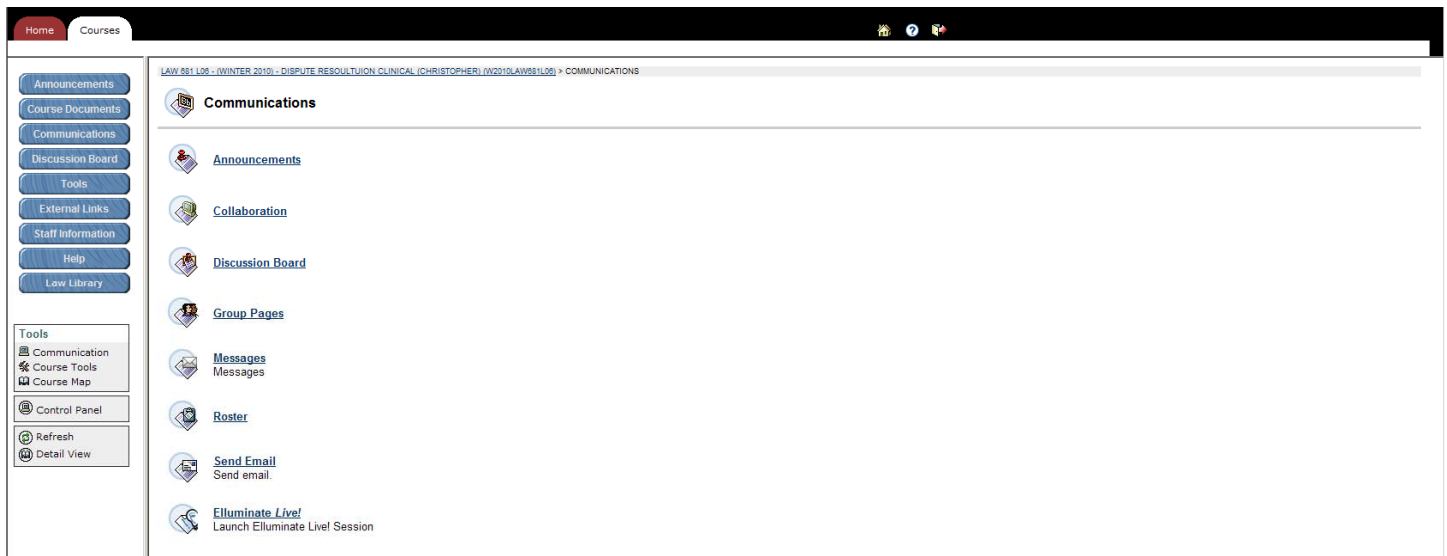


If you are wanting to add additional documents to the same Titled entry ... use the 'Modify' button, and then repeat the process of adding the next document (#2 Content). You can have as many documents as you want under one Titled entry – however each document must be entered separately.

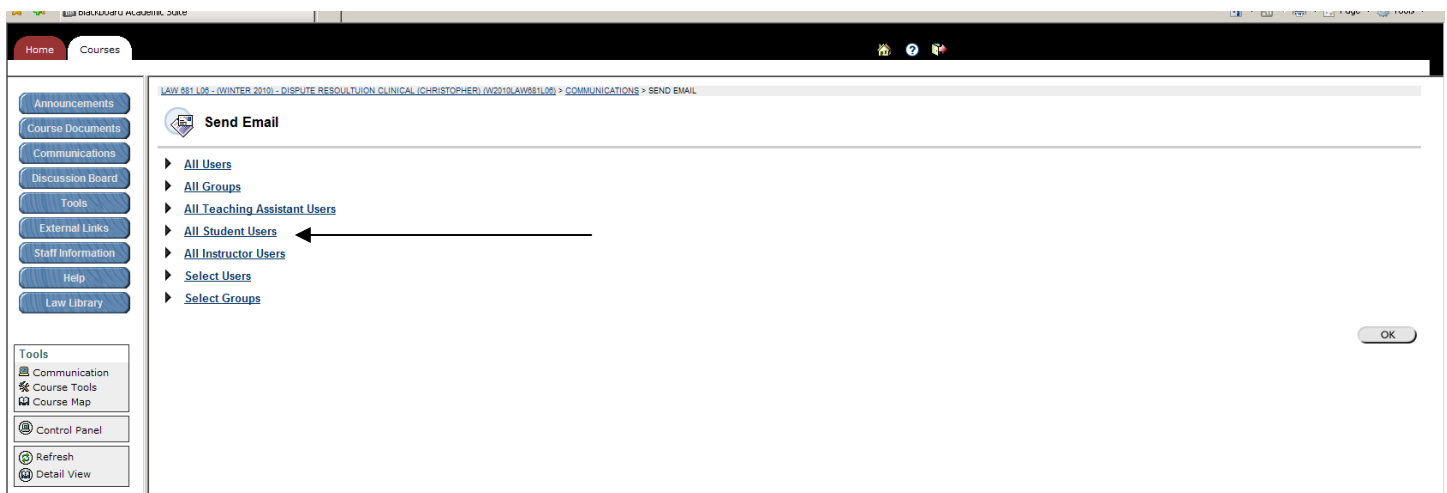
If you opted to use the '+Item' button to add each document, you will find that these Titled entries have a drop-down number box beside them. This allows you to choose the order in which you would like to have your documents appear for the students – ie, most recent at the top.

Emailing your students ...

Using the blue tabs on the left of the screen, click on 'Communication' .... then 'Send Email'



Click on 'All Student Users' ... this selects all students registered in your course.



Your screen should show the 'email' entry screen:

The screenshot shows a web application interface for sending an email. The breadcrumb trail at the top reads: LAW 881 L08 > WINTER 2010 > DISPUTE RESOLUTION CLINICAL (CHRISTOPHER) (W2010LAW881L08) > COMMUNICATIONS > SEND EMAIL > ALL STUDENT USERS. The page title is "All Student Users".

**1 Email Information**

**To** Wilson, Cory Patrick; Shaikh, Janet G, Miller, Andrea Christina; Bakshan, Fiana; Shim, Wilma Hui-Lee; Risseeuw, Shayna; Taylor, Jamie; Wreschner, Jeffrey Bernard; Storwick, Vhari Brooks; Patel, Anjali; Tiwana, Karen

**From** Law TA (LAWTA@ucalgary.ca)

**Subject**

**Message**

A copy of this email will be sent to the sender.

**Attachments** [Attach a file](#)

**2 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

Your students are automatically selected.

Input a Subject Line, Message ...

You also have the option of attaching a document ...

When this screen form is completed to your satisfaction, click on 'Submit' ....

## Posting (adding) an Announcement to your students ....

Using the Announcement area allows you to have a notice that appears for students each and every time the students log into their Blackboard accounts.

Can be used to:

- Notice of Guest Lecturers
- Notice of Class cancellations, room changes
- Notice of important readings, new cases,

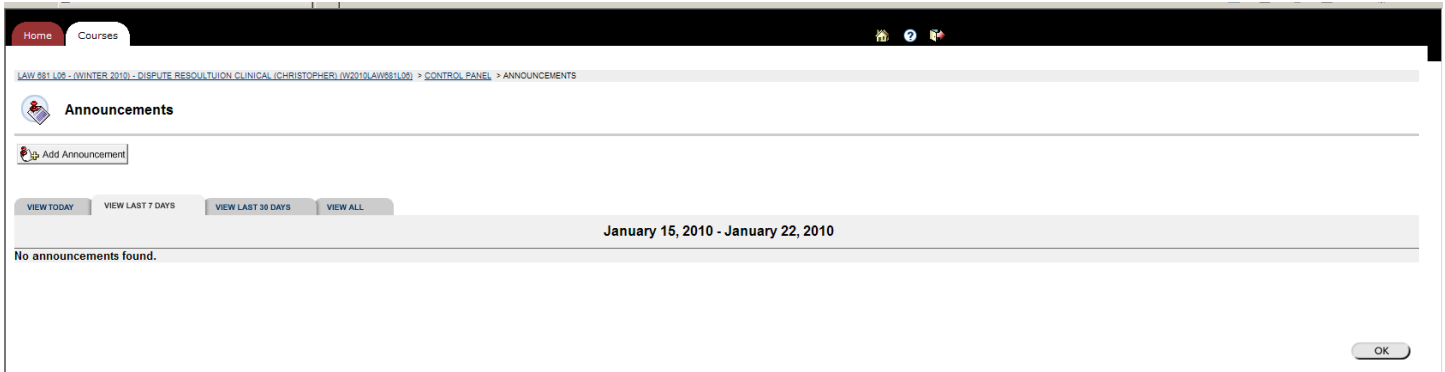
From your course home page .... Click on 'Control Panel' ...

The screenshot shows the Blackboard course home page for 'LAW 681 L06 - (WINTER 2010) - DISPUTE RESOLUTION CLINICAL (CHRISTOPHER) (W2010LAW681L06)'. The 'Announcements' section is highlighted, showing a banner for the University of Calgary Faculty of Law. Below the banner, there are tabs for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date range 'January 15, 2010 - January 22, 2010' is displayed. A message states 'No announcements found.' The left sidebar contains navigation options like 'Announcements', 'Course Documents', 'Communications', 'Discussion Board', 'Tools', 'External Links', 'Staff Information', 'Help', and 'Law Library'. The bottom of the page includes copyright information for Blackboard Academic Suite.

## Select 'Announcement' under 'Course Tools'

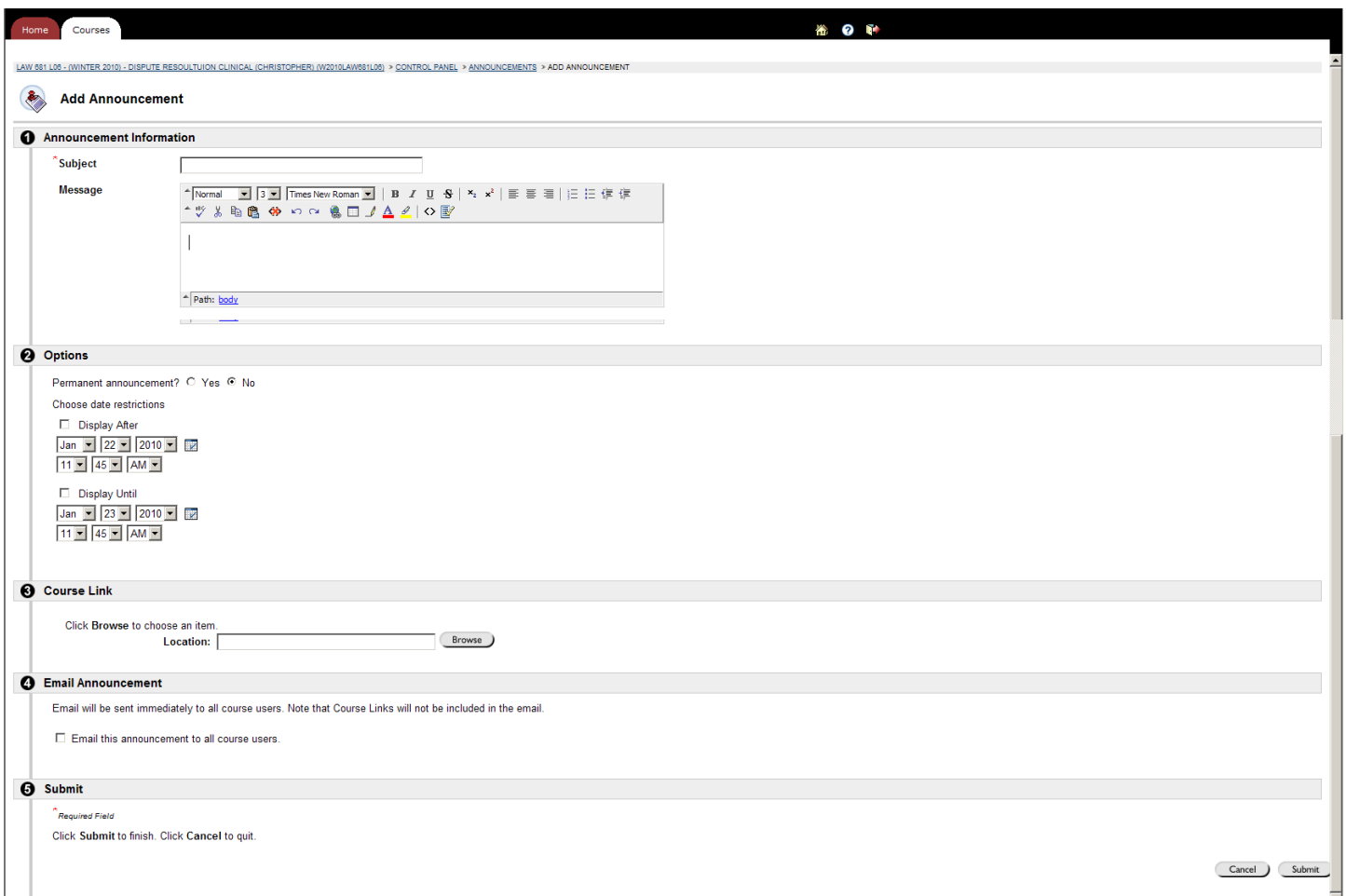
The screenshot shows the 'CONTROL PANEL' for the course 'W2010LAW681L06: LAW 681 L06 - (Winter 2010) - Dispute Resolution Clinical (Christopher) - Law TA (Teaching Assistant)'. The 'Course Tools' section is highlighted with a blue arrow pointing to the 'Announcements' link. The 'Course Tools' section includes links for 'Link Checker', 'Advanced Group Management', 'Course Objectives', 'HM Set Up Connection to Eduspace Course', 'Group Director', 'Self and Peer Assessment', 'Team Formation Tool', 'Peoplesoft Grades Export', and 'Large Media Synchronize'. Other sections include 'Content Areas', 'User Management', 'Assessment', and 'Help'. The bottom of the page includes copyright information for Blackboard Academic Suite.

## Select '+Add Announcement'



Your screen should show:

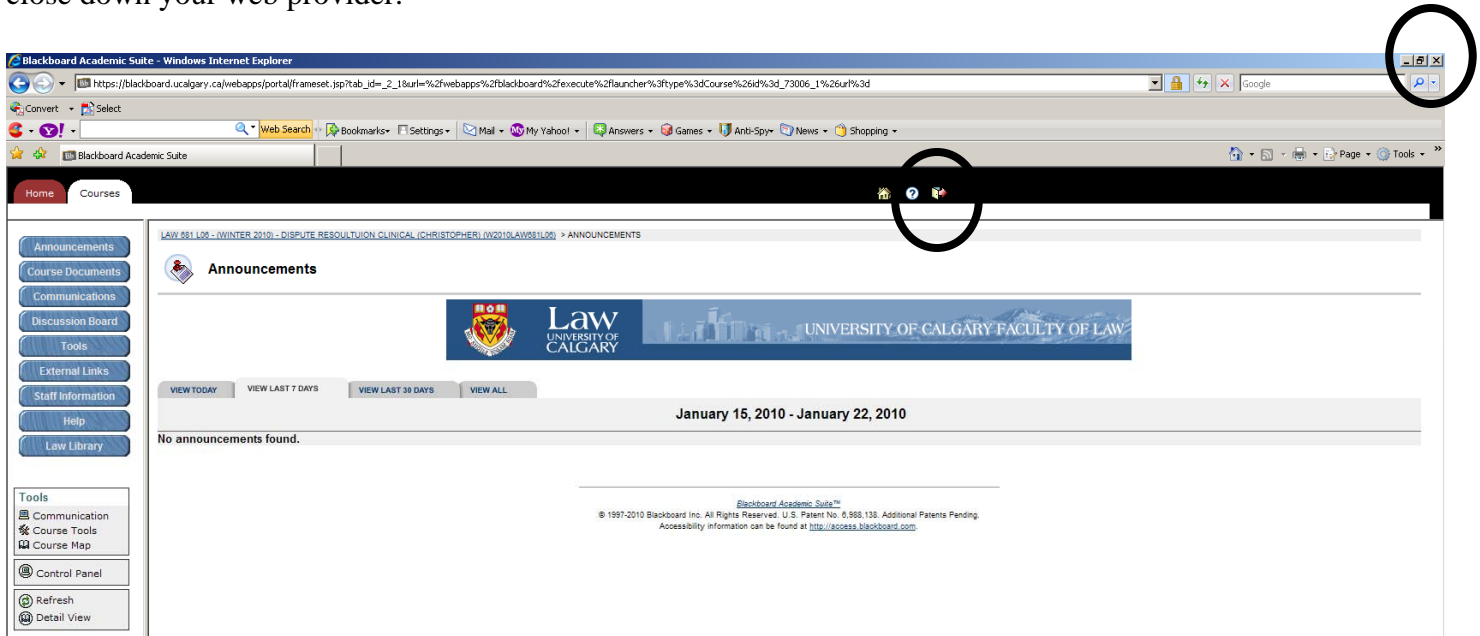
Very similar to the add document screen ... input a 'Subject' ... option to add additional info in the 'Message' area ... you can also choose the date/time of when you want the Announcement to appear ... click 'Submit' to add the Announcement to your Blackboard course ...



Select 'OK' button to take you back to your course home page

Log off Blackboard ....

Use the 'Close Door' button to log out of Blackboard, but remain on your web provider, or use the 'X' button to close down your web provider.



If you have any difficulty, please feel free to contact Chantal Pegg [pegg@ucalgary.ca](mailto:pegg@ucalgary.ca), 220-7117.