

## English 101A Online Lab Student Instructions

### Overview of the Online Lab

The English 101A lab is offered online. You will be completing and submitting your lab work via Blackboard, Ohlone's Online Education program for online courses. The lab consists of a series of modules, focusing on various aspects of research skills, and will culminate in a research paper which is to be assigned and graded by your instructor. The online lab work is made of 7 different modules with exercises or quizzes accompanying each Module, most of which will be self-scored within Blackboard, but some exercises will require instructor feedback. The research paper will be assigned in class, and you may be required to submit a copy online in Blackboard and a hard copy to the instructor.

### Getting Started

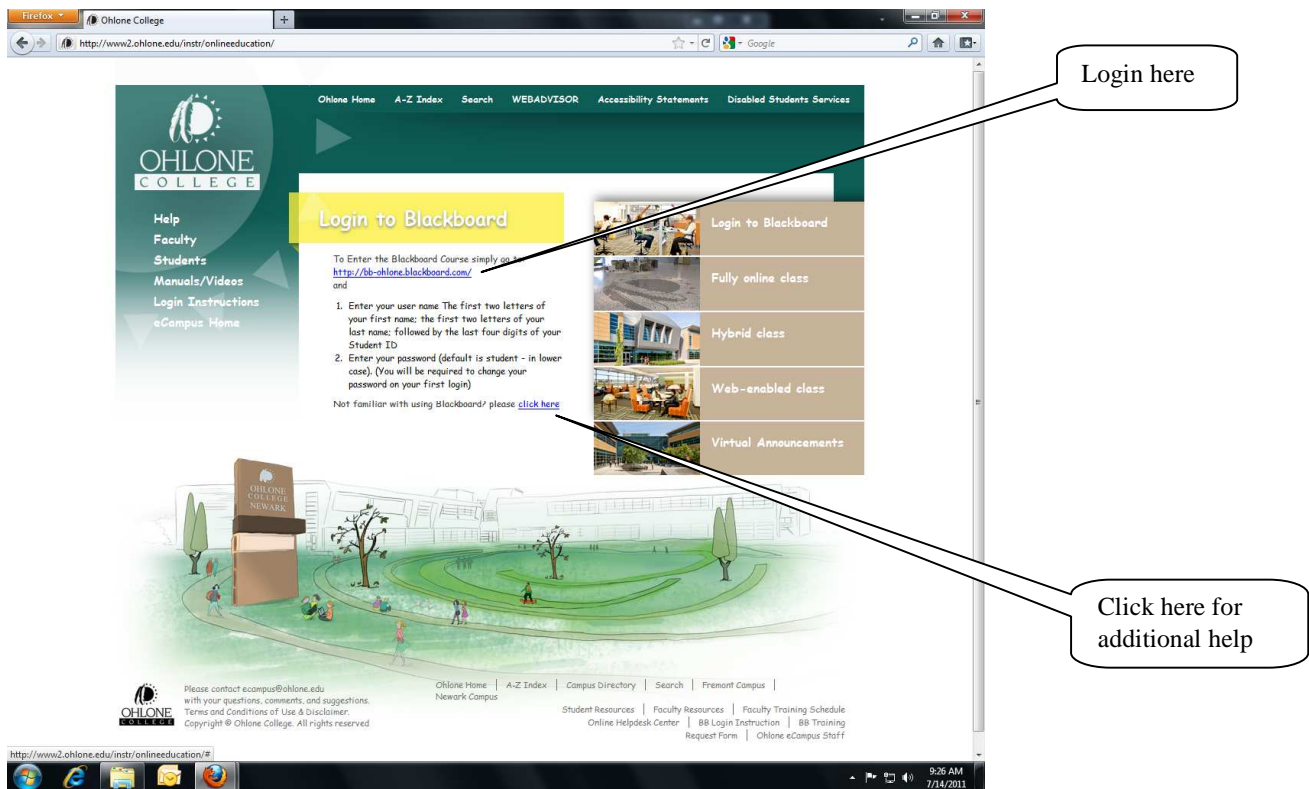
Go to the Ohlone college webpage at <http://www.ohlone.edu>.

From the menu on the left-hand side, click on "Online Classes."

On the Online Classes page, click on the link <http://bb-ohlone.blackboard.com>.

Enter your user name: the first two letters of your first name and the first two letters of your last name followed by the last four digits of your Student ID number

Enter your password (default is student - in lower case). (You will be required to change your password on your first login)



The screenshot shows a web browser window displaying the Ohlone College website. The main content area features a "Login to Blackboard" section with a yellow header. Below the header, there is a link to the Blackboard login page and a list of instructions for entering the user name and password. To the right of the instructions, there is a vertical menu with options: "Login to Blackboard", "Fully online class", "Hybrid class", "Web-enabled class", and "Virtual Announcements". A callout box with the text "Login here" points to the "Login to Blackboard" link. Another callout box with the text "Click here for additional help" points to the "Login Instructions" link in the left-hand navigation menu. The footer of the page contains contact information and a list of links for various campus services.

Once you are in your Blackboard account, you will see a course titled English 101A with the last 4 digits of the course section number. Click on this course to begin your work.

### **Home Page**

On the home page for your class, you will see a list of links, one for each of the seven lab modules. In order to complete the module assignments simply click on the corresponding link on the home page, read the material, and complete the quiz or assignment listed in that section.

### **Left-Hand Menu Bar**

Quiz links: Quizzes should be completed after reading the corresponding pages in the modules and can be accessed within each module at the end of the reading material for each section. There are also links to access the quizzes directly in the left-hand menu bar. Quizzes are divided into two groups: Self-scoring quizzes (1, 2, 4, and 7) and quizzes or assignments requiring instructor scoring and feedback (3, 5, and 6). Check with your instructor to see how (s)he would like you to submit your assignments for this second group, either electronically, within Blackboard, or as hard copy, in the classroom. Instructions for electronic submission of assignments are included in the assignment instructions for each quiz of this type.

The Discussions link takes you to a list of discussion topics on each module. Check with your instructor to see whether or not (s)he plans to use the Discussions area for the lab.

The Learning Modules link is simply another way to access the modules besides the links on the home page.

The Mail tab allows you to contact your instructor directly on any topic related to the course. Again, verify with your instructor that (s)he is willing to communicate with you in this manner.

The Web Links tab contains some useful links which are relevant to the skills you will be learning in the modules. These links may also come in handy as you craft your research paper.

The Safe Assign Drop Box link is for the electronic submission of your research paper. Check with your instructor to see if you will need to submit your research paper through this link.

The Lab Grades link allows you to view your lab grades. Self-scoring quiz grades will automatically appear in the lab grades link after completion of a quiz. Scores for the assignments requiring instructor feedback will only appear in the lab grades link if your instructor chooses to submit them here. Check with your instructor to see how they will be making lab grades available to you.

### Content of the Modules

You are expected to read the content of each module and complete each exercise or quiz within each module by the due dates set by your instructor. Below are brief descriptions of each module:

#### 1) Planning the Documented Paper

This module outlines the concepts of understanding the scope and purpose of a documented paper, identifying the steps required, and creating a timeline for assignments during the semester. Outlining is also covered in this module.

This module concludes with a **self-scoring quiz**.

## 2) Avoiding Plagiarism

This module introduces you to the definition and consequences of plagiarism, citing local standards and describing strategies you can use to avoid plagiarism in their writing.

This module concludes with a **self-scoring quiz**.

## 3) Finding Information.

This module discusses various sources of information such as library catalogs, books, periodicals, periodical databases, and the World Wide Web, and describes the role of each type of source in effective research. The differences (and overlap) between traditional library resources and Internet sources are discussed. Finally, the module introduces you to specific research tools available through the library web site: the online catalog HANS; the library's eBook collections; online reference and periodical databases; the Federated search tool Central Search; and Links to Internet Resources.

This module concludes with an assignment which guides you through the use of various library finding tools. An MLA Works Cited listing is required for each source gathered in the assignment. A link to the **Ohlone Library MLA Citation Guide** with models for how to list various sources on a Works Cited page is included in the assignment.

This assignment **requires instructor scoring and feedback**.

## 4) Evaluating Information

This module introduces you to the importance of evaluating sources of information for quality. It covers why, when and how to approach the process of critical evaluating, focusing on the five criteria of relevancy, authority, purpose, currency, and objectivity. Distinctions between types of sources such as scholarly vs. popular periodicals are explored, and the particular concerns in evaluating web sites are highlighted.

The module concludes with a **self-scoring quiz**.

## 5) Using Parenthetical Citations

This module provides basic MLA guidelines for citing sources within a paper and illustrates a variety of parenthetical citation examples.

This module concludes with an assignment which asks you to generate sample parenthetical citations.

This assignment **requires instructor scoring and feedback**.

## 6) Integrating Quotations

This module guides you through a variety of strategies for integrating quotations and discusses the what, when, and how of integrating quotations.

This module concludes with an assignment which asks you to generate sample integrated quotations.

This assignment **requires instructor scoring and feedback**.

## 7) Preparing the Works Cited List

This module introduces the elements of MLA citation for print and digital resources, and provides answers to frequently asked questions about formatting and creating a list of works cited using MLA format.

The module concludes with a **self-scoring quiz**.

### Due Dates

Your instructor will set due dates for each module and will inform you of the due dates during orientation.

### Support for Students:

Your course instructor is your main point of contact for questions relating to the online lab.

If you have problems of a technical nature with Blackboard, contact online education:  
[ecampus@ohlone.edu](mailto:ecampus@ohlone.edu).

If you have general questions while inside your Blackboard lab course, you may also contact the lab staff directly at (510) 659-6087; [rswamy@ohlone.edu](mailto:rswamy@ohlone.edu).