

How to Submit Work Guide

Step 1> Access the Assignments in the Learning Communities. For example, see Figure 1. Figure 1.

The screenshot shows the Blackboard Learn interface. At the top, there is a navigation bar with the Amridge University logo and the tagline "Where Traditional and Online Education Merge". Below this is a menu with options: My Amridge, Courses, Financial Aid Information, Registry Information, LIVE! Weekly Devotional, Faculty, Student Resources, and My Career. The main content area displays two assignment cards. The first card is for a Personal Information Paradigm (PIP) with an attached file "Worksheet for Personal Paradigm.doc (33.5 KB)". The second card is for a Design Project Proposal (DPP) with an attached file "Project Proposal Guide PPG.doc (31 KB)". A red arrow points from a text box on the left to the DPP icon. Below the DPP card is a section for "Project Design for Application Courses" with a dropdown menu and a description of the journal assignment. The bottom of the screen shows a Windows taskbar with the time 7:50 PM.

Dr. Kenneth Scott My Places Home Help Logout

AMRIDGE UNIVERSITY
Where Traditional and Online Education Merge

My Amridge Courses Financial Aid Information Registry Information LIVE! Weekly Devotional Faculty Student Resources My Career

PIP Attached Files: Worksheet for Personal Paradigm.doc (33.5 KB)

The Personal Information Paradigm should be completed in Week 1 of Learning Community I. The details needed to complete this exercise are listed in the attached file. **PLEASE NOTE...This activity is due in Week 1.**

DPP Attached Files: Project Proposal Guide PPG.doc (31 KB)

DESIGN PROJECT PROPOSAL (DPP): Each class I teach/facilitate/collaborate/learn in, includes a project. The type of project is based on the course under consideration. For this class, MIS in Business, the project is to use the chapters and other materials of the textbook and construct a technical paper design of your choosing. What goes in the design is a matter of time and perspective from your working knowledge of the subject matter. For example, a project proposal is to inform a potential customer of what to expect when the project is completed. It might include a cover page, summary of items to be completed, some facts, and other items. For the Project Proposal, I am providing you a Project Proposal Guide (PPG) (2 Pages) that will help you in this development process. After you review the PPG, please prepare a proposal and submit your work. For this exercise, the 50 points is awarded based on effort first, content second. Your final project, however, is based on content first and effort second. Why? Because if you have processed your project in a linear manner, your effort will be meshed into the fabric of your final product, including your presentations.

So, access the attached PPG document, review/read it, seek questions to be answered, and proceed. Please submit this proposal within 5 days from the first class day. Remember: effort first, content second; BUT...content must be present, even if it will change.

YOU MAY ATTEMPT THIS EXERCISE MORE THAN ONCE. IF YOU WANT THE PRACTICE, I WILL PROVIDE FEEDBACK AND YOU MAY RESUBMIT. AGAIN, E-F-F-O-R-T IS THE KEY. This activity is DUE in Week 1.

EOF, Dr. K

Project Design for Application Courses

Enabled: Statistics Tracking

For those courses that require an application such as MS ACCESS 2010, Web Design, E-Portfolio, or Linux, etc., the Design Project is a journal that should be dated weekly (not weakly), and this journal is a process whereby in Week 1, for example, you validate by journal entry that Week 1 was registration, books, review of Blackboard, etc. Then, to supplement this journal for emphasis, add at least one item or so that expands the process. If I were writing the journal, I would document what occurred generally in the week, then grab one item and expound on it. Like...books, for example. The trend in the book business is going the way of the Kindle or I-Pad, and even the renting of books or e-books. I would add this to my journal to expand on the topic of the week. In Week 2, if I had to learn to use Citrix to access my application, such as MS ACCESS 2010, I would document this experience and add to it by discussion of how my files are stored on my local system, how this is like a VPN from Amridge University to my own system at my desk wherever that may be. In other words, the journal is not just a capture and tell process; it needs to be expanded to broaden your horizons centered around the topic/topics of the course we are undertaking. The journal should not be the focus of the course, because the focus is on learning the application of the course. The journal is validation of what you are doing/learning and supplement at times and in short version of the topic being added to your journal.

If you discover that MS ACCESS 2010 is a relational database, what other relational databases are there out in the realm of IT? Like what is Oracle, is it the leader, what are the versions, etc. If you are in a Linux course and the discussion of dual-boot versus VMWare or VirtualBox is applicable, then you can take a look at these and add a bit of input on these technologies. If you are in the midst of creating or learning to create and use an e-portfolio, then you might want to add to the discussion of how you host a site, or how you upload/download materials to/from your site, as supplemental. In other words, the journal is to keep a historical record of your work each week, whatever that may be; then supplement items that you might want to know more about or that you discovered how to use shortcuts, or how it might have been done a different way, etc. Again, the course materials is PRIMA FACIE outcome; the journal is a record of

This is the symbol for an assignment. If this is indicated, you select the "link" and you will have the option so search your disk and attach the file to be submitted. See Figure 2.

Blackboard Learn - ... How to Submit Wor...

7:50 PM

Figure 2.

The screenshot displays the Blackboard Learn interface for a course titled "Management Information Systems (MIS) in Business (Summer 2012)". The main content area is titled "Preview Upload Assignment: PIP".

1. Assignment Information

Name:	PIP
Instructions	The Personal Information Paradigm should be completed in Week 1 of Learning Community I. The details needed to complete this exercise are listed in the attached file. PLEASE NOTE...This activity is due in Week 1.
Due Date	January 15, 2012 11:30:00 PM CST
Points Possible	50
Assignment Files	Worksheet for Personal Paradigm.doc (Worksheet for Personal Paradigm.doc)

2. Assignment Materials

Submission

Text Editor is: ON

Path: [body](#)

Attach File

Comments

abc

3. Submit

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.
You are previewing the assignment - your submission will not be saved.

A callout box with the text "Here is where to attach your work." has three blue arrows pointing to the "Attach File" section, specifically to the "Browse My Computer" and "Browse Course" buttons.

Citrix: If you are using the Citrix web server, the document to show you how to access the Citrix remote server is found below in Figure 3: **TO ACCOMPLISH THESE STEPS, YOU MUST FOLLOW THE SHEET THAT IS PROVIDED UNDER LEARNING COMMUNITY 1.**

Web Design and Applications Management I (Summer 2012)

- Announcements
- Course Information
- Contacts
- Course Documents
- Assignments
- Books
- Communication
- Virtual Classroom
- Discussion Board
- Groups
- External Links
- Tools

COURSE MANAGEMENT

- Control Panel
- Files
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

LEARNING COMMUNITY I (PLEASE USE YOUR SYLLABUS FOR CONTENT)

Build Content Create Assessment Add Interactive Tool

Access the Files for the Course

Enabled: Statistics Tracking
Attached Files: Citrix Access to Server Resources.doc (233.5 KB)

Hello Web Designers:

For those of you who need to access the Citrix server, the attached file contains the instructions. Please access the file which includes an imbedded link to the server. Please go thru this document and create a test file in Adobe CS4 and close the app and reopen so that you know how/where your files are stored. We provide the Adobe Dreamweaver CS4 via a server, and you will need to download the client modules on your system to create the client/server path to the server. This is a very innocuous module, but it creates what you might think of as a "vpn" to your system so that you can use the software.

After you have tested the setup and creating/accessing a test file, you will need the following link/info to download your data files used in the textbook:

- 1. www.cengagebrain.com
- 2. Key in your ISBN number;
- 3. A digital image of the text appears; scroll down/look down and locate Access Now;
- 4. Click Access Now and your next page should include the following. (See next page)
- 5. Save these files to your disk and you are ready to launch your work.

Design Project

Enabled: Statistics Tracking
Attached Files: Sample Chicago Style Paper.doc (60.5 KB)
CO3429 Web Design Grade Scale Rubric.doc (90.5 KB)

Design Project:

Your design project for this course is actually a combination of a journal and a bit of supporting research. For example, as you work through the tutorials in the textbook, you should begin to validate your work via a journal that keeps track of the work you did, with sample images. Now, you don't need to copy every image to your journal, but you might want to copy at least one image to summarize your work in that tutorial. Then, you will need to do a bit of minor research to validate the topic in that tutorial. That is, if Tutorial 1 is about Adobe Dreamweaver CS4, you might want to investigate who Adobe is, is CS4 the current release, what does Adobe CS

Citrix directions are found in Learning Community I of Web, Open Source, and Web Design...

Notes:

1. To understand how to use the Citrix server, open the document provided in Learning Community I and try the process.

Step 1:

The screenshot shows a web browser window with the following content:

- Browser Tabs:** Blackboard Learn, Web Interface Log In
- Address Bar:** 216.248.147.145/Citrix/MetaFrame/auth/login.aspx
- Header:** AMRIDGE UNIVERSITY logo with the tagline "Where Traditional and Online Education Merge".
- Log in section:** A form with fields for "User name:" and "Password:". Below the fields are "Advanced Options >>>" and an "Amridge U" button.
- Amridge University's Virtual Applications section:** A heading followed by text: "This is your Amridge University virtual application portal. You should have received an email with username and password. They are the same as your Blackboard credentials. If you are having any problems please check the knowledge base or begin a live chat."
- Message Center section:** A heading followed by text: "The Message Center displays any information or error messages that may occur."
- Warning message:** A yellow warning icon followed by text: "You do not have the Citrix Presentation Server Client installed on your system. After installation, you must restart your browser." Below this are two links: "Download the Citrix Presentation Server Client for 32-bit Windows" and "Other clients are available from the Citrix client download site".
- Support Request:** A button labeled "Create a Support Request" with the number "365x2x34".
- Live Chat:** A button labeled "Live Chat by Amridge University Technical" with a 5-star rating.
- Taskbar:** Shows the Windows Start button, taskbar icons for "Web Interface Log I...", "How to Submit Wor...", and "Citrix Access to Serv...", and system tray icons including the clock showing "8:09 PM".

User Name and Password will be:

Firstnamelastname babbalouie

Password 000123456

- Download the Citrix Presentation Server Client for 32-bit Windows**

Step 2:

Blackboard Learn Citrix Access Platform

216.248.147.145/Citrix/MetaFrame/site/default.aspx

AMRIDGE UNIVERSITY

Where Traditional and Online Education Merge

Applications

Top Up

- Adobe CS4
- Microsoft Office Suite 2007
- SPSS
- Enterprise
- Expressions Web 2_0
- Microsoft Project 2007

Reconnect Disconnect Log Out

Amridge University's Virtual Applications

This is your Amridge University virtual application portal.

You should have received an email with username and password. They are the same as your Blackboard credentials.

If you are having any problems please check the knowledge base or begin a live chat.

Message Center

The Message Center displays any information or error messages that may occur.

You do not have the Citrix Presentation Server Client installed on your system. After installation, you must restart your browser.

[Download the Citrix Presentation Server Client for 32-bit Windows](#)

Other clients are available from [the Citrix client download site](#)

Create a Support Request 365x2x24

Live Chat by Amridge University Technical

★★★★★

Citrix Access Platform... How to Submit Wor... Citrix Access to Serv... 8:13 PM

Step 3:

Blackboard Learn x Citrix Access Platform x

216.248.147.145/Citrix/MetaFrame/site/default.aspx

AMRIDGE UNIVERSITY

Where Traditional and Online Education Merge

Applications

Top Up

- Adobe Bridge CS4
- Adobe Contribute CS4
- Adobe Dreamweaver CS4
- Adobe Extension Manager CS4
- Adobe Fireworks CS4
- Adobe Flash CS4
- Adobe Media Encoder CS4
- Adobe Photoshop CS4

Reconnect Disconnect Log Off

Amridge University's Virtual Applications

This is your Amridge University virtual application portal.

You should have received an email with username and password. They are the same as your Blackboard credentials.

If you are having any problems please check the knowledge base or begin a live chat.

Message Center

The Message Center displays any information or error messages that may occur.

Warning: You do not have the Citrix Presentation Server Client installed on your system. After installation, you must restart your computer.

[Download the Citrix Presentation Server Client for 32-bit Windows](#)

Other clients are available from [the Citrix client download site](#)

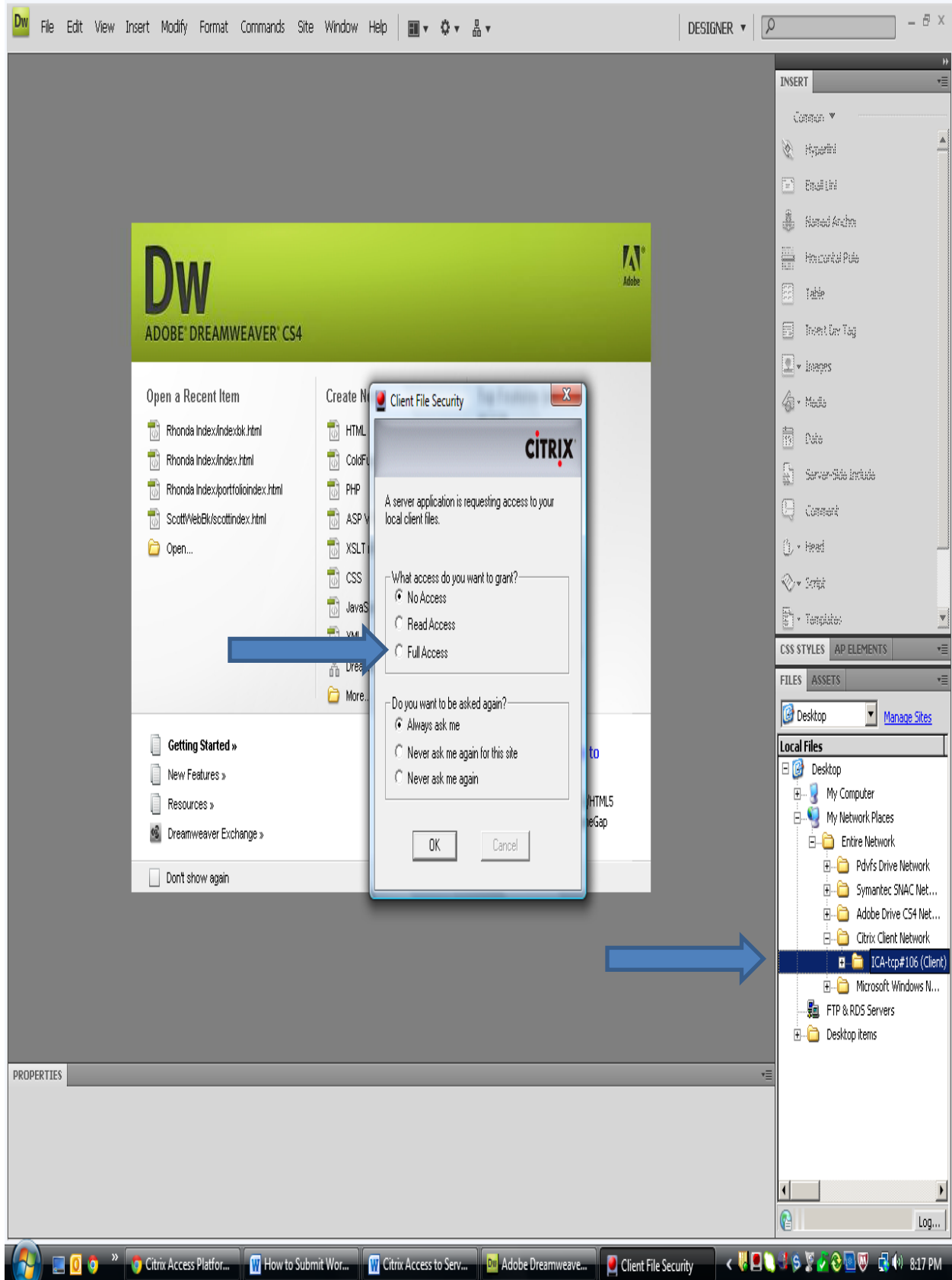
Create a Support Request 30532324

Live Chat by Amridge University Technical

★★★★★

Citrix Access Platfor... How to Submit Wor... Citrix Access to Serv... 8:15 PM

Step 5: SELECT FULL ACCESS and note the directory/folder selected.



Step 6:

