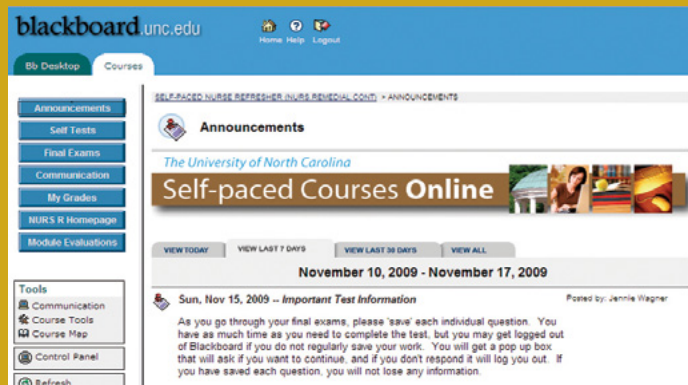


Using Blackboard

Blackboard is a course management system for online tests and exams. **Your Confirmation Letter includes your log in information for Blackboard.** The Course Mechanics section on the Theory Course home page describes Blackboard and how you access it.

Visit the Blackboard Site

Make sure you can log in to Blackboard. There is a link to the Blackboard site in the gray navigation bar at the top of every module. Click on that link, and then use your user name and password to log in to Blackboard. Click on the course name, and you will see an Announcements page and navigation buttons on the left for self tests and final exams. The Self-paced Nursing Refresher Blackboard site will look like the image below.



If you cannot log in to Blackboard or have some other problem with Blackboard, see the Course Mechanics section of the course home page for contact information.

More Information About Self-paced Courses

You can find procedural information, rules and regulations, forms, contact information, and a complete listing of all our courses on our Web site, fridaycenter.unc.edu/cp/catalog.



UNC

THE WILLIAM AND IDA FRIDAY
CENTER FOR CONTINUING EDUCATION



Nurse Refresher Program Handbook for Online Students

North Carolina Area Health Education Centers (AHEC) Program

The University of North Carolina at Chapel Hill

The School of Nursing

The William and Ida Friday Center for Continuing Education

Self-paced Courses—Online

Credit Programs for Part-time Students

fridaycenter.unc.edu/cp/catalog



Welcome to Self-paced Nursing Refresher!

This handbook provides you with suggestions to help make your Self-paced Nursing Refresher Theory Course experience the best it can be. We encourage you to read it in its entirety before you begin, and use it as a reference as you progress through your course.

Before You Begin

Read and Save Your Confirmation Letter

Your Confirmation Letter contains your log in information for the Theory Course Web site and for Blackboard. Please keep this letter for reference throughout your course.

Decide on a Schedule For Study

Your course time begins on the day we process your enrollment (the date your receipt is issued) and ends nine months from that day. Because there are no classes to attend, it's up to you to establish a routine that includes reading, study, and taking your exams.

Take time to evaluate your study habits before beginning work. You may need to improve them in order to get the most from the Self-paced Nursing Refresher course. It will help to decide on a regularly scheduled time for your study. Since you won't have the built-in pacing of classes and instructor-set deadlines, you may find it hard to make steady progress unless you establish a definite study schedule.

About the William and Ida Friday Center for Continuing Education

The Friday Center is UNC-Chapel Hill's center for continuing education, serving the needs of adult learners through credit and noncredit courses and the operation of a continuing education conference facility.

About Credit Programs for Part-time Students

Self-paced Courses is a distance education program offered by Credit Programs for Part-time Students, a unit of the Friday Center. Other programs include Carolina Courses Online and Part-time Classroom Studies. The offices for Credit Programs for Part-time Students are housed in the Friday Center. Office hours are Monday–Friday, 8 am–5 pm (except on Tuesdays, when hours are 9 am–5 pm).

Credit Programs Web site: fridaycenter.unc.edu/cp/

Telephone and Fax:

- toll free (800) 862-5669
- local (919) 962-1134
- fax (919) 962-5549

E-mail: student services: stuserv@unc.edu

Your Course Home Page

Log In to Your Course Home Page

Your Confirmation Letter includes the URL (Web address), user name, and password that you need to access the Theory Course. Your first task is to visit the course home page. The top of your course home page will look like the image at right. Please spend some time on the home page so you can become familiar with how the Theory Course works.



How to Proceed

In the list of modules near the bottom of the home page, click the link to Module 1. Read through all of the material on the Module 1 Web page, as well as the links to other Web sites and the assigned pages in your Reader. Then take the self test on the Blackboard site. If you are satisfied with your performance on the self test, take the final exam for Module 1. Once you have successfully completed Module 1, proceed to Module 2.

If You Need Help

The Course Mechanics section of the course home page includes a list of contacts if you need help. If you have questions regarding content or your progress, contact your instructor. There is a link to your instructor's e-mail address at the top of every lesson page.

Contact the instructional designer at the Friday Center about any problems with the course Web site, including bad links. There is a link to the instructional designer on the course home page in the Course Mechanics section.

If you have any logistical questions about your enrollment, contact Student Services at the Friday Center (e-mail: stuserv@unc.edu; phone 919-962-1134 or 800-862-5669).

If you need technical help with Blackboard, IT technical support is available 24 hours a day, 365 days a year. Simply call (919) 962-HELP, or visit help.unc.edu for other options, including e-mail and live chat.

Maintain Your Momentum

If you are not able to keep to your schedule, don't give up! After all, one of the advantages of Self-paced Courses is its flexibility. Keep in mind that regularly scheduled study is the ideal, and make it your goal.