

Name _____ Date _____



Program Cluster Title Here

Francis Tuttle Technology Center
12777 N. Rockwell • Oklahoma City, OK • 73142-2710 • 405/717-7799

A Learning Activity Packet

MAJOR INSTRUCTIONAL AREA:

INSTRUCTIONAL UNIT: Orientation

LAP TITLE: Classroom Portal

LAP OBJECTIVE:

Recognize and recall Francis Tuttle's classroom portal, policies, and procedures.

SPECIFIC OBJECTIVES:

1. Identify the purpose and location of the classroom portal
2. Log in to the classroom portal.
3. Update personal information.
4. Use the classroom portal to access tools and resources.
5. Recognize how to receive up-to-date information through announcements, progress charts, etc.
6. Complete course-required orientation LAPs and forms.

REFERENCES:

Classroom Portal

Policies and Procedures document (located on classroom portal)

LAP:	Prerequisite	Time Range	Date Started	Date Finished
REL		2 Hrs.	//	//

LEARNING ACTIVITIES PAGE

Directions: Place a check in the blank as each step is completed.

- _____ 1. **READ** The LAP and Specific Objectives on the cover sheet.
- _____ 2. **READ** Information Sheet 1
- _____ 3. **COMPLETE** Assignment Sheet 1
- _____ 4. **COMPLETE** Assignment Sheet 2

PROJECT MILESTONES		Date Completed	Recorded
1 Hour	Orientation to Portal; Completion of Portal User Profile Information		
1 Hour	Registration with all accounts; completed Username/Password documentation form		

Information Sheet 1

Francis Tuttle Classroom Portal Orientation

Introduction to the Francis Tuttle Classroom Portal

A **portal** is a website that acts as a centralized access point for other sites and resources.

Our classroom portal provides access to class-related materials including: current announcements, assignment sheets, links to Internet resources, curriculum, college credit opportunities, contests, certification information, program information, and a variety of other documents related to class. In addition, our classroom portal gives you access to information pertaining to your grades, rate of progress, etc.

Address <http://bbtest.francistuttle.com/webapps/portal/frameset.jsp>

FRANCISTUTTLE
eLearning Home Help Login

InsideFT My Courses Community

Tools

- Announcements
- Calendar
- Tasks
- View Grades
- Send Email
- User Directory
- Address Book
- Personal Information

InsideFT

My Announcements

No system announcements have been posted today. [more.....](#)

Login Here

Have an account? Enter login information here and click the Login button below.

USERNAME:

PASSWORD:

[Forgot your password?](#)

My Organization

You are r organization

My Tasks

No tasks

Once you login, your screen may look a little different from the views included in this document.

As the student, it is your responsibility to access this site on a regular basis for current information. Parents and Guardians are also welcome to access the portal for up-to-date information.

In order to use our classroom portal, you will need to establish an e-mail account with a professional designation that can be used on resumes, portfolios, and classroom communications throughout your training. (E-mail addresses such as, **hotchick@yahoo.com**, are not considered professional or acceptable.) As Yahoo.com has been approved by our technical support personnel, you will need to establish a Yahoo.com account. Your email account at Yahoo.com must begin with your first and last names, and then be followed by the initials FT. For example, Jane Taylor's Yahoo.com email address would be: janetaylorft@yahoo.com.

Policy: You may check your e-mail account for class-related purposes before the last bell rings at the beginning of class and with permission from the instructor thereafter.

Locate and Log in to the Classroom Portal

We recommend that you set up the classroom portal page as your web browser's home page. The Internet address for the classroom portal is: **http://bb.francistuttle.com**

To log in, complete the following steps:

1. Access the classroom portal (<http://bb.francistuttle.com>).
2. Enter your Username and Password.

To log in to the portal, you must provide your Username and Password using the following convention:

Username: First & Last Name Initials & FT ID (i.e. Jay Smith = js0532678)
Password: purple

3. Click the Login button.

Update Personal Information

Once you have logged in to the portal, you will notice several tools available, including **announcements, calendar, tasks**, the ability to **view grades, courses, organizations**, etc. You can use the icons and the words to navigate to different areas within the portal.

One of the first things you need to access and modify is your **Personal Information**, which is found in the *Tools* area.

1. Locate the *Tools* box, and then click the **Edit Personal Information** link.



2. After the **Edit Personal Information** screen opens, complete information in at least all of those areas marked as required (noted with a red asterisk), making certain to also fill in the address and contact information fields, phone numbers, and employment, if applicable. NOTE: The instructor will use this information frequently to contact you. Please be sure it is current at all times.
3. Once you have made the needed changes, click Submit to save your changes, and then click OK.

You are then returned to the Personal Information area. From here, you can change your default password, if needed, or simply return to your personal portal entry page (click **OK**).

To change your password, select **Change Password**, and provide the new password by typing it twice, once into each of the **Password** and **Verify Password** boxes. Click **Submit**, and then click **OK**.

You also can configure the layout and contents of your portal entry screen. The buttons for accessing the pages from which you make these changes are located on the right side of the screen: **Contents** and **Layout**. When time permits, you may work with the layout and contents of your personal portal entry page.

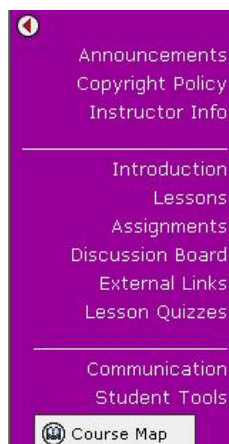
NOTE: Do not worry about the other options at this time.

Use the Classroom Portal to Access Your Courses, Tools, and Other Resources

On your personal portal entry page, you will see a list of courses in which you are enrolled. They are listed under the section labeled *My Courses*. Each course in the list is a link to the content for that course. Select the link for this course by finding its name in the list, and then clicking it.

Once you access your course, you can work with its associated tools and access other related resources, such as course announcements and the course calendar.

Different courses may have different menu options, depending upon their configuration. Take a few minutes to become familiar with the menu options, such as Announcements, Lessons, or further down the menu, Student Tools, as shown in the following graphic.



When the instructor has information of importance to announce to the entire class, he or she can do so using Blackboard's Announcements option. You should check this option daily by clicking the **Announcements** link, or the appropriate link designated by your instructor as being used for announcements.

Because each instructor can choose to rename the options for a course, you may not see names that are the same as the one in the example. However, instructors have access to the same types of tools for each course. You should look at the menu options for the course in which you are enrolled to determine which options your instructor chose to implement for your course.

Each course has a *breadcrumb trail*--a list of screens you have previously visited, displayed in order near the top of the screen. You use it as an optional navigation tool to move backwards within the course. You can also use the tabs located at the top to navigate to other areas within the portal.

NOTE: Since this portal changes frequently, content you see may be different from the previous screen shot.

Assignment Sheet 1

Course Web Site/Communications

INSTRUCTIONS: Refer to the instructions in Information Sheet 1 to complete each of the following tasks using your own personal log-in information as provided by your instructor.

1. Log in to the Francis Tuttle portal found at <http://bb.francistuttle.com>. Use your own Username and Password.
2. Change your password from the default one given to you by your instructor to one that you can easily remember.
3. Edit and update your personal information, making sure that all contact information for you (address, phone number, email address, etc.) is correct.
4. Open the course link for this course, and identify the purpose of each link on the course menu.

Assignment Sheet 2

Course Orientation Forms

INSTRUCTIONS: Complete each of the following Orientation Laps and Forms, and then note in the space provided the date on which each was completed.

The following is a checklist for your use. Complete each listed form, mark the date on which you completed it, and submit it to your instructor.

Form	Completed
Emergency/Verification Form	
My Profile (Portal)	
Business Card (Portal)	
Follow-Up Report Form	
Software Usage Agreement	
Internet Policy Agreement	
Computer Use and Policy and Procedures Agreement	