Institute of Pastoral Studies (IPS)
Loyola University Chicago
Online Learning

Student Orientation
Welcome
Orientation Objectives

- Describe what online learning looks like
- List the characteristics of a successful online learner
- Evaluate whether your computer meets technical requirements
- Access your Loyola e-mail
- Login to Blackboard
- Navigate in a Blackboard course
- Contact Loyola resources for help
Loyola University Chicago

**Mission**

We are Chicago’s Jesuit Catholic University – a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice and faith.

**Vision**

Loyola University Chicago is the school of choice for those who wish to seek new knowledge in the service of humanity in a world-renowned urban center as members of a diverse learning community that values freedom of inquiry, the pursuit of truth and care for others.

“Above all, trust in the slow work of God.”

- Teilhard de Chardin
Institute of Pastoral Studies

The Institute of Pastoral Studies (IPS) educates adults for professional ministry, spiritual development and faith-based leadership in other professions. Through their course of study and their spiritual formation, students develop real-world knowledge and skills in theological reflection, in ministerial practice, and in ethical judgment.
Online Offerings

• Master of Arts – Pastoral Studies
• Master of Arts – Religious Education
• Classes for Renewal
• Classes for Continuing Education
• Sabbatical Opportunities

Our role in life is to bring the light of our own souls to the dim places around us.

- Joan Chittister
What Does Online Learning Look Like at IPS?

Blackboard course management system:
• Syllabus
• Assignments
• Summary of grades
• Video, audio clips, and PowerPoint presentations
• Discussion Board
• “Live” online sessions
Interacting with Others

• Asynchronous:
  – Communication is NOT simultaneous.

• Synchronous:
  – Communication IS simultaneous.
What are the Benefits of Online Learning?

- Convenience and flexibility
- Variety of learning methods
- Interactive environment
- Access to outstanding faculty
What are the characteristics of a successful online learner?

• Self motivated
• Disciplined
• Good time manager
• Frequent communicator
• Able to create an optimal learning environment
### What technical equipment is needed?

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td>400mhz</td>
<td>1-2 ghz</td>
</tr>
<tr>
<td>Ram</td>
<td>256mb</td>
<td>1 gb</td>
</tr>
<tr>
<td>Hard Drive</td>
<td>10gb</td>
<td>80gb</td>
</tr>
<tr>
<td>OS</td>
<td>Windows XP or Mac OS X</td>
<td></td>
</tr>
<tr>
<td>Internet</td>
<td>Broadband (DSL / Cable)</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Microsoft Office (Word, Power Point, Excel)</td>
<td></td>
</tr>
</tbody>
</table>
Recommended Additional Hardware

- PC Headset with Microphone
- Printer
Loyola Websites

- Loyola IPS homepage
- Loyola’s Online Connection for University Services (LOCUS)
- GroupWise E-mail
- Personal Account Manager (PAM)
- Blackboard
Obtaining Your Universal Password

- Off campus
  773-508-7190
- On campus
  4-4444
Welcome to LOCUS

Please enter your Loyola Universal ID and password to log in to LOCUS. This is the same ID and password you use to login to Loyola's campus computers. If you do not have a Loyola Universal ID, you can apply as a Visitor.

- Maintain your password using the PersonalAccountManager: 0-409

LOCUS Help

- Log in Help
- How to Log in as a Visitor
- Frequently Asked Questions
- Performing a Class Search in LOCUS
- Enrolling for Classes in LOCUS
- Drop Classes & Re-enroll a Class
- Special Instructions for Blackboard Users

Welcome to LOCUS 2008 (2.0)

Loyola's PeopleSoft LOCUS team takes great pleasure in welcoming you through this portal and into this newly renovated user-friendly space.

Student, Faculty or Staff each have unique centers designed to provide a "one-stop shopping experience" that will greatly enhance user's educational record keeping and support services experience.

New Service from ITS

Information Technology Services would like to introduce the latest self-service component, ITS Self Service, a web-based application. Loyola University Chicago students, faculty, and staff can now independently submit Call Tickets. Check it out now.

Special Training: On the web at https://www.luc.edu/ustelebrands for a complete list of training opportunities.

If you have any questions or comments about the new upgrade or training schedule, please direct your inquiry via email to focus@luc.edu.

LOYOLA's ONLINE CONNECTION to UNIVERSITY SERVICES

LOYOLA UNIVERSITY CHICAGO Information Services 6525 N. Sherman Road, Chicago, IL 60626 focus@luc.edu
Loyola’s GroupWise E-Mail
Personal Account Manager (PAM)

- Change Loyola network account password
  - Forgot your password? Your network login password can be reset if you have set your self-reset credentials.
  - If you have not set your credentials it will step you through it. In order to change a forgotten password the credentials must already be setup.
  - If you have forgotten your password without setting up your credentials, please email the Loyola ITS Call Center or call x44444 or 1-773-508-7190 if off campus.

- Manage Your Account:
  - Change your Loyola e-mail address.
  - Yes you can change your E-mail address from here.
  - Please enter valid e-mail addresses only. Give the system about an hour for the changes to take.

LOYOLA UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives
Blackboard
Announcements

Fri, Jun 20, 2008 – Some comments on the first papers

Some comments on the first papers

First some technical comments:

You need to post your paper in TWO (2) places – 1) to the link on the ASSIGNMENT and 2) to the link on the DISCUSSION BOARD. The first goes to me in the grading section of Blackboard. The Second goes to the class for their response.

1. When you post it to me please do it in the following format – save your paper as your last name in caps with the number of the paper, e.g., <BEERRY> for your next paper.

2. I will generally read and mark the papers on the day they are due and return them in the grade section. Here are the instructions for reading my comments on your papers:

Instructions for retrieving marked paper submissions:
1) sign into Blackboard
2) in the far left hand column (the course ‘buttons’, click on the button ‘home page/tools’
3) this will take you to a new page
4) click on the word ‘my grades’
Assignments

Unit 1 Introduction
Introduction

Unit 2 Introduction (cont.)
Introduction Continued

Unit 3 Jesus to Augustine 33-450
Jesus to Augustine 33-450

Unit 4 Christendom 450-1500
Christendom 50-1500

Unit 5 Reform 1500-1650
Reform 1500-1650
Discussion Board

This is equivalent to the break time of a classroom based course. Feel free to post any items of a general nature that you’d like to share with your classmates: book and movie recommendations, vacation spots, significant happenings in your life, etc.

**Logistics and Assignments**

Post any questions for the instructor concerning course related issues.

**Unit 1: Self Introductions**

Respond by Wednesday 9/4.

Briefly introduce yourself. If you are comfortable navigating in Blackboard, provide a link to your student homepage. To do this, set up your homepage per Assignment 1 under the assignment button. Then, click on the Communications tab and then on Roster. Type your last name and click Search. Right click on your resulting name and select “Open New Window” or “Open New Tab” depending on your browser. Once your page has opened
Resources

Quicktime Plugin
Use this link to download the necessary plugin for listening to the audio and viewing the video portions of this course.

If you can see the video at the right then you have the Quicktime plugin and can skip this step.

Word Viewer
If you do not have Microsoft Word or Word Perfect on your computer use this link to download a Word Viewer in order to read text created in Microsoft Word. PC users only.
Additional Software Downloads

• Please download Adobe Acrobat Reader
  www.adobe.com

Adobe Reader

Adobe Reader 8.0
Latest version for your OS
Windows XP SP2, English
System requirements
License Agreement
“Live” Online Sessions
Ready, Set, Go!

• Login to your course and begin exploring
• Ask questions of your classmates and professor
• Refer to additional Loyola resources for help
Helpful Guides

• Blackboard
  – Student Quickstart
  – Blackboard Discussion Board for Students
  – Submitting an Assignment
  – Working with Files

• GroupWise E-mail

• Online Learning Student Orientation Presentations
Who to Contact for Help

• Problems, questions, and suggestions about the Blackboard system should be directed to blackboard@luc.edu.
IPS Contacts

• For technical questions, contact:
  Todd McMahon, Technical Consultant
  E-mail: Tmcmahon1@luc.edu
  Phone: 312-915-7400

• For class registration questions, contact:
  Susann Ozuk, Office Assistant
  E-mail: sozuk@luc.edu
  Phone: 312-915-7400

• For enrollment questions, contact:
  Ryan Hoffmann, Enrollment Advisor
  E-mail: rhoffm4@luc.edu
  Phone 312-915-7484

• For administrative questions regarding IPS, class credits, etc., contact:
  Randy Gibbons, Office Manager
  E-mail: rgibbon@luc.edu
  Phone: 312-915-7450
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