

COMD 6900
Accessing Communicative Disorders Resources through Distance Education Technology
Instructor: Dee R. Child
Summer Semester 2008
1 credit

Requirements: Computer Access and Network Access at Home and/or School

Accessing and sharing professional information through electronic networks is a critical skill for professionals within the field of Communicative Disorders. In this course students will develop and demonstrate basic skills that will allow them to successfully use email systems, access coursework materials via professional internet sites, complete searches of professional online databases, and communicate and share information online through internet and email.

Format:

Each student will complete six different assignments. Each assignment will deal with accessing distance education resources or developing electronic resources for education. You will receive 10 points for each assignment. Please complete the assignments in order.

Part 1:

You'll need to access USU's electronic Blackboard system to get many of the readings and assignments for your classes. Here's how: Go to this site: bb.usu.edu Then enter your A# and password and follow the directions online.

Assignment 1: (Complete for 10 points)

Find "Assignment 1" for COMD 6900 and complete it as instructed online.

Part 2:

If you haven't already done so, you'll need to each set up a USU email account. Here's how you do so... Go to this internet site: <https://barney.usu.edu/compserv/newuser.html> and follow the directions.

Assignment 2: (Complete for 10 points)

Email me with your USU email address when you have set it up.

Part 3:

To communicate with faculty and other students in some of your classes you will need to have a high-speed internet connection, a microphone and inexpensive web camera hooked to your computer.

Assignment 3: (Complete for 10 points)

Once you have the equipment above, email me to set up a time when we can have a live video and audio chat. At our scheduled time go to Breeze.usu.edu/voice and click “guest”. We will go “live” from there.

Part 4:

PowerPoint: PowerPoint is a very useful and fun program to help you in your presentations and reports. It’s like an electronic version of overheads, with many more whistles and bells. To use it you’ll need Microsoft Office. The easiest way to get started is just to start.

Open PowerPoint

Under “FILE” click “new”. Select “blank presentation”.

You’ll see a “slide” in the gray area of the screen. Click on “Click to add title” and type your name. Click on “Click to add subtitle” and type where you live.

On the left of the screen you’ll see a slide icon with a #1 to the left of it. Click on that slide and hit “enter” to create another blank slide. Then click on that slide (in the gray area again) and click on “Click to add title” and type your friend’s name. Click on “Click to add subtitle” and type your favorite color.

That’s it. You’ve created a 2-slide PowerPoint presentation! Now click on the slide icon with the #2 to the left of it and hit enter to create another slide. Repeat the process until you have created 5 slides.

When you have 5 slides click on the icon with #1 by it to get back to the top of your presentation. Then click on “View” at the top of the screen and then on “Slide Show”. You’ll see your first slide on the full screen. To see the next slides hit the “enter” key or the space bar or the down arrow key. Pretty cool huh?

When you’re finished with your PowerPoint file you’ve created, save it. Go to FILE and select SAVE.

There are many, many, many more things you can do with PowerPoint to create fancy, entertaining presentations. You’ve just learned the very basic first step. You’ll get opportunities to improve as you develop presentations for some of your classes.

Assignment 4: (Complete for 10 points)

Now, send your PowerPoint file to me by going to “File” at the top of your screen. Select “Send To” and then select Mail Recipient (as attachment). An email window will pop up where you can type my email address (deec@cc.usu.edu). Then send the email to me.

Part 5:

Sending Attachments

A great way to send information to others (professors, for example) is to create an email and then attach a file to that email. The attachment can be in any format such as word processing, spreadsheet, PowerPoint, photo, etc.

Assignment 5: (Complete for 10 points)

Create a new word processing document. Write me a one paragraph report about your favorite hobbies. Save the file on your computer.

Open your email program.

Create a new email to me (deec@cc.usu.edu).

On your email toolbar you'll likely see some type of an icon that says "Attach" or "Attachment" or something similar. Click on that icon and browse around to find the file you just wrote about your favorite hobby. If you need help, email me!

Once you find the file, click on it and it will automatically attach to the email that you'll send me. You'll see it's name at the top of your email somewhere, probably under the "subject" area.

Part 6:

Using library for research:

If you're living in Cache Valley you can use your USU account and access the library without having to pay long distance charges. However, if you're outside of Cache Valley you'll want to set up your home computer so it communicates through your existing Internet Service Provider with USU's Library (without being on campus). If you have any questions of problems with this installation please contact the HELP desk at 435-797-4358 extension 1.

Go to USU Helpdesk at www.helpdesk.usu.edu

Click on [- VPN Client Software](#)

Click on [Download USU's VPN Client Software](#)

Enter your USU user name and password.

Hit Enter.

Click on one of the following depending on what type of computer operating system you use:

[VPN Client 4.0.3.C for Windows 9x & Me](#) (6.6 MB)

[VPN Client 4.0.3.C for Windows NT, 2000 & XP](#) (9.7 MB)

[VPN Client 4.02 for Mac OS X](#) (9.32 MB)

You'll next get a File Download window. Note the destination folder where the file for the program will be saved. Then select "Save" .

Now you can close the USU webpage.

Go to the destination folder on your computer where the VPN file was stored and click on VPNCL000.

A “unzip” program will open. Note the location of the folder where it will unzip the VPNCL000 files because you’ll have to find that destination folder in a minute.

Click on “Unzip”.

Now go to that destination folder where the files were unzipped. Click on VPN Client Setup. A “wizard” program will open to walk you through the rest of the installation.

Once the program is installed you need to restart your computer.

That’s it! If you have any questions or problems with this installation please contact the HELP desk at 435-797-4358 extension 1.

Once the program is installed you can access the USU libraries from your computer.

To do so, open your internet like you would for any internet use. Then go to the “Start” button (lower left corner of your computer) and start the Cisco Systems VPN Client. Then go back to the internet and access the USU libraries from your computer.

Now that you can access the university libraries, here’s how to actually get into the libraries and search for helpful information.

GO to the USU Library webpage at: <http://library.usu.edu/index.html>

Click on the Research Tools tab:

There are several options here, but, to search for information (articles) choose: [Article Searching & Databases](#)

Under “Subject” select: Education

Again, there are several options. For a very good search database use: Education Full Text

Now you’re ready to search. For this little assignment, we’ll search for some current articles about stuttering. Use “stutter” in the Search For box. Under “Limit Dates” select the years from 2000 – 2004 so you get the most recent articles.

Sort by “date” to get the most recent articles at the top of your list.

Click “Start”

You’ll end up with some very interesting articles. Click on the name of the article to see the abstract for that article. To view the actual article in html (internet format), click on the little blue square icon at the upper left of the screen, or click on the middle red icon to view it in Acrobat Reader.

Pretty cool huh? Not all abstracts have the full text of the article. Sometimes you’ll need to read the abstract and then contact the library to see if there is a hard copy there and have it sent to you from the library. The main library webpage helps you do this.

Assignment 6: (Complete for 10 points)

In an article by Watkins and Johnson (*Language, Speech, and Hearing Services in Schools* v. 35 no. 1 (January 2004) p. 82-9) tell me what the 2nd principle is: Email it to me.